

2002 Annual Town Report



The Town of Tyngsborough Fire Department honored the heroes of the September 11, 2001 terrorist attack on America in a special ceremony on September 11, 2002.

Tyngsborough, Massachusetts



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In Memoriam

The Town of Tyngsborough 2002 Annual Town Report is dedicated to the memory of the following individuals whose devotion to town service will be sorely missed.



Elizabeth Kalhauser
Director, Council on Aging



Muriel Ross
Senior Aid, Council on Aging

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Town Clerk Dorothy Dunderdale offered the opening and closing prayers at a special ceremony held at the Town Hall – September 11, 2002.

Acknowledgements

Publisher: Commonwealth Printing, Newburyport, MA

Design & Layout: Hillari I. Wennerstrom, Assistant Town Administrator

Cover Photo: Bruce Usinowicz, Fire Department

Other Photos:

Page 1, Elizabeth Kalhauser – The Kalhauser Family

Page 1, Muriel Ross – The Ross Family

Page 3, September 11th Memorial Ceremony– Hillari I. Wennerstrom

Page 4, Tia Chi at the Multi-Service Center – Barbara Reynolds

Page 12, Board of Selectmen – Hillari I. Wennerstrom

Page 13, Installation of Deputy Police Chief – Hillari I. Wennerstrom

Page 74, Dedication of the Sherburne Estate and property – Henry Jungmann

Page 77, Playscapes at Tyngsborough Elementary School – Carol Cappadona

Page 87, Tyngsborough Town Offices and Public Library

Page 131, Tyngsborough Fire Department – courtesy of Tyngsborough Fire Department

Page 132, Tyngsborough Police Chiefs – Christine Boushell



Citizens enjoy Tia Chi at the Multi-Service Center

Tyngsborough At A Glance



Town Offices and Public Library

25 Bryants Lane
Town Hall, (978) 649-2300
Library, (978) 649-7361

Police Department

20 Westford Road
(978) 649-7504 (non-emergency)

Multi-Service Center/Council on Aging

180 Lakeview Avenue
(978) 649-9211

US Senators

Edward Kennedy
2400A Kennedy Federal Office Building
Boston, MA 02213
(617) 565-3170

US Representative

Martin Meehan, 5th District
11 Kearney Square
Lowell, MA 01852
(978) 459-0101

State Senator

Steven Panagiotakos, 1st Middlesex
State House, Room 518
Boston, MA 02133
(617) 722-1630

Miscellaneous Facts:

2000 Population: 11,081
FY2003 Tax Rate: \$16.51
Form of Government: Selectmen/Town Administrator
Open Town Meeting
Operating Budget (FY02): \$29,249,751

Annual Town Election: 2nd Tuesday in May
Annual Town Meeting: 3rd Tuesday in May

School Administrative Offices

50 Norris Road
(978) 649-7488

Fire Department

10 Kendal Road
(978) 649-7671 (non-emergency)

Highway Department

89 Kendall Road
(978) 649-2310

John F. Kerry
10 Park Plaza, Suite 3220
Boston, MA 02216
(617) 565-8519

State Representative

Colleen Garry, 39th Middlesex
State House, Room 33
Boston, MA 02133
(617) 722-2060

Registered Voters: 6,601 (Nov '02)
Square Miles: 16.86
County: Middlesex

2002 Elected Officials

<u>Office</u>	<u>Term</u>
---------------	-------------

BOARD OF SELECTMEN

Donald A. Lampron	2003
Kevin V. O'Connor	2003
Howard A. Hackett	2004
Richard B. Lemoine	2005
Peter J. Nicosia	2005

BOARD OF ASSESSORS

Phillip F. O'Brien	2003
Jeanne D. Kidder	2004
David R. Abreu	2005

BOARD OF HEALTH

Robert J. Nicolosi, appointed	2003
Robert E. Peary, Jr, resigned	2003
Carol J. Devanney	2004
Virginia C. Day	2005

CEMETERY COMMISSIONERS

Robert P. DeCarteret	2003
Robert J. Pellertier, Sr.	2004
Nelson L. Brake	2005

CONSTABLES

Thomas G. Melvin	2003
Thomas A. Murray, Jr.	2003

FINANCE COMMITTEE

Ronald J. St. Armand	2003
Kenneth A. Times III	2003
Jerome S. Goldhammer	2004
Denise M. Ziemiak	2004
Linda L. Bibeau	2005

**GREATER LOWELL TECHNICAL
HIGH SCHOOL COMMITTEE**

Janice Klerce	2003
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HOUSING AUTHORITY

Dorothy I. Clark	2003
Richard B. Lemoine, appointed	2004
Doria M. Sylvester	2004
Robert E. Cole, resigned	2005
A. Lucien Lacourse	2006

<u>Office</u>	<u>Term</u>
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LIBRARY TRUSTEES

Ann Marie G. Conant	2003
Constance K. Dubois	2003
Jon T. Babineau	2004
Jean E. Jacoppi	2004
William E. Lekas	2005
Eric Johnson Spear	2005

MODERATOR

Robert L. Kydd, Jr.	2005
---------------------	------

PLANNING BOARD

Mark H. Pease	2003
Frederick A. Russell	2004
Martin E. Betz	2005
Steven A. Nocco	2006
Theresa Ann O'Riorden	2007

SCHOOL COMMITTEE

Donna J. Hallowell	2003
Corliss F. Lambert	2003
Karyn M. Puleo	2003
Diane M. Bellino	2004
William S. Downing	2004
Richard J. Deleo, Jr.	2005
Diana R. Keohane	2005

SEWER COMMISSION

Jeffrey L. Hannaford	2003
Gerald P. Foley	2004
John J. Haley	2005

TAX COLLECTOR

Gene R. Spickler	2004
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TOWN CLERK

Dorothy A. Dunderdale	2003
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TREE WARDEN

Raymond R. Devanney	2005
---------------------	------

Submitted by: Dorothy A. Dunderdale, Town Clerk

2002 Appointed Officials, Boards and Commissions

All appointments are for a one-year period unless otherwise noted.

SURVEYOR OF WOOD, BARK AND LUMBER

Alan A. Sherburne
Robert W. Sherburne

FENCE VIEWER

Stanley E. Shaw

ACCOUNTANT

Richard H. Choate 2005

ANIMAL INSPECTOR

Stanley E. Shaw

ASST. TOWN ADMINISTRATOR

Hillari I. Wennerstrom 2005

BOARD OF APPEALS

Robert Arseneault, resigned 2003
Claire L. Cloutier 2003
Eileen Farrell 2003
Christina M. Mechalides 2003
John O'Gorman, alt resigned 2003
Joanne Shifres, resigned 2003
Robert L. Kydd, Jr. 2005
Gary Ralls 2005

BOARD OF FIRE ENGINEERS

James P. Doster
Raymond J. Ledoux
Arthur E. Michaud
Chief Timothy J. Madden 2004

BOARD OF REGISTRARS

Therese Gay 2003
David W. Coles 2004
Gloria M. Callahan 2005

BUILDING COMMISSIONER

Mark E. Dupell 2005

BURIAL AGENT

Robert P. DeCarteret 2005

TOWN MEETING APPOINTMENTS

MEMORIAL DAY COMMITTEE

Nancy Johnson
Kevin V. O'Connor
Janet Renk

SELECTMEN APPOINTMENTS

CAPITAL PROGRAM COMMITTEE

Corliss F. Lambert
David F. Desgroseilliers 2003
Jerome Goldhammer
Paul G. Boushell
Richard H. Choate 2003

CITIZENS ADVISORY COMMITTEE

Paul J. Barker 2003
David E. Denomme 2003
Mary E. Von Tobel 2003

COMMUNITY PRESERVATION COMMITTEE

Richard H. Choate, resigned 2003
Elizabeth A. Coughlin 2003
Mark H. Pease 2003
Anthony A. Saracco 2003
Donald B. Singleton 2003
Linda L. Bibeau 2004
Andrew Michael Moran 2004
Stephen M. O'Riorden, resigned 2004
Gus C. Skamarycz 2004
Denise M. Ziemiak, resigned 2004
Robert E. Cole, resigned 2005
Christopher Smallis 2005

CONSERVATION COMMISSION

Kathleen A. Cayer 2003
Robert W. Sherburne 2003
Andrew Michael Moran 2004
Stephen M. O'Riorden 2004
Patricia J. Whitman, resigned 2004
Lucille N. Gertz 2005
Henry Jungmann 2005
Joseph J. Kablik 2005

CONSTABLES

Joseph Connell	2004
Robert Gray	2004
Walter McAvoy	2004
David M. Muscovitz	2004
Armand Soucy	2004
Henry E. Sullivan	2004
Donald L. Stout	2005

COUNCIL ON AGING

Lucy Mahoney	2003
Thelma E. Nowak	2003
Claudette A. Rondeau	2003
Ruth H. Suzedlis	2003
Darryl R. Alexa, resigned	2004
Robert E. Cole, resigned	2004
Dorothy Jeanne Checchi	2005
Rita A. Evicci	2005
Michael H. Knight	2005
Rosemary Mitchell	2005

CULTURAL COUNCIL

Susan M. Bowden	2005
Katherine Coughlin	2005
Lorri C. Davy	2005
Beverly J. Hermans	2005
Ellen K. O'Neill	2005

DISABILITY COMMISSION**ELECTRICAL INSPECTOR**

James Patrierno	2005
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ELEMENTARY SCHOOL BUILDING COMMITTEE

Frank R. Berry, Sr.	
Richard J. Deleo, Jr.	
Gerald P. Foley	
Corliss F. Lambert	
Donald A. Lampron	
Richard B. Lemoine	

EMERGENCY MANAGEMENT DIRECTOR

Wesley W. Russell	2005
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ASST. EMERGENCY MANAGEMENT DIRECTOR

Richard D. Howe	2005
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EMERGENCY PREPAREDNESS COMMITTEE

Paul G. Boushell	2003
Frederick P. Flanagan, Jr.	2003
Fire Chief Timothy J. Madden	2004
Police Chief John F. Miceli	2004

FIRE DEPARTMENT**FIRE CHIEF / FOREST WARDEN****RIGHT TO KNOW**

Timothy J. Madden	2004
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DEPUTY FIRE CHIEF

Richard N. Blechman	2004
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ASSISTANT CHIEF

Wilfred D. Mercier	
--------------------	--

STATION 1

Captain Wesley W. Russell	
Lt. Christopher A. Mahoney	

STATION 2

Captain Donald B. Singleton	
Lt. Dana M. Coccoziello	
Lt. Raymond Vachon	

STATION 3

Captain Robert R. Lown	
Lt. Patrick Sands	

GAS / PLUMBING INSPECTOR

David E. Denomme	2005
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HISTORICAL COMMISSION

Mary E. Calandrella	2004
Richard H. Choate	2004
David W. Coles	2004
Warren M. Fearon	2004
Therese Gay, resigned	2004
Marie R. Lambert	2004
Herbert F. Morton	2004
Donald B. Singleton	2004
Rodney J. Wood	2005

INSURANCE ADVISORY COMMITTEE

Paul G. Boushell	
David E. Denomme	
David F. Desgroseilliers	
Frederick P. Flanagan, Jr.	
John P. Georges	
Melissa Vinal	

MASTER PLAN COMMITTEE

Jeffrey L. Hannaford	2003
Christina M. Mechalides	2003
Doria Sylvester	2003
Denise M. Ziemiak	2003
Martin E. Betz	2004
James F. Bither	2004
Linda M. Bown	2004
Richard C. Burrows	2004
Mary E. Calandrella	2004
Elizabeth Coughlin	2004
Richard J. Deleo	2004
Carol J. Devanney	2004
Frederick P. Flanagan, Jr.	2004
Gerald P. Foley, resigned	2004
George F. Geisenhainer	2004

MASTER PLAN COMMITTEE (continued)

Lucille N. Gertz	2004
Tom C. Ives	2004
Corliss F. Lambert	2004
Richard B. Lemoine	2004
Willi D. Mercier	2004
Peter J. Nicosia	2004
Mark H. Pease	2004
Jacqueline M. Schnackertz	2004
Eric J. Spear	2004
Ronald J. St. Armand	2004
Darryl A. Wickens	2004

NMCOG

Mark Whitehead	2003
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**OPEN SPACE AND RECREATION
PLAN UPDATE COMMITTEE**

Warren Allgrove, Jr.	
Lucille N. Gertz	
Jeffrey Kablik	
Diane R. Keohane	
Marie R. Lambert	
Robert W. Lareau	
Andrew Michael Moran	
Robert E. Peary	
Mark H. Pease	
Anthony A. Saracco	
Christopher Smallis	
Mark Whitehead	

PERSONNEL BY-LAW COMMITTEE

Bonnie S. Betz	2002
Eleanor A. McGarry	2002
Ann M. Tinnirella	2002

PLANNING BOARD

Caryn T. DeCarteret, Associate	2007
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POLICE DEPARTMENT

POLICE CHIEF

John F. Micell	2004
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DEPUTY POLICE CHIEF

Richard C. Burrows	2005
--------------------	------

CAPTAIN

Paul V. Larkham	2005
-----------------	------

SERGEANTS

Mark Bourque	2004
Charles C. Chronopoulos	2004
Christopher C. Chronopoulos	2004
Richard D. Howe	2004
John J. Manning	2004
Bryan Nasworthy	2004
Joseph P. Pivrotto	2004

PATROLMEN

John P. Georges	2004
Stephen R. Georges	2004
Ronald Goulet	2004
Michael D. Leclair	2004
Steven R. Manning	2004
Charles Melanson	2004
Michael J. Micell	2004
Andrew L. Ray	2004
Christopher Rider	2004
Charles Rubino	2004
Daniel W. Smith	2004
Shaun M. Wagner	2004
Thomas F. Walsh	2004
Thynia Weeks	2004
Shaun M. Woods	2004

FULL-TIME DISPATCHERS

Joseph H. Doolin	2004
Robert B. Gray	2004
Glenna Greenslade, Supervisor	2004
M. Michael Johnson	2004
John Martin	2004
Shaun M. Woods	2004

PART-TIME DISPATCHERS

Thomas Casper
Kenneth Healy
Kathie L. Johnson
Thomas O'Brien
Ronald Provost

POLICE MATRON

Glenna Greenslade
Kathie L. Johnson
Betty A. Maille
Lisa A. Strobel

RESERVE/INTERMITTENT

Brian S. Sheets
Top Phonezay Zayachack

SPECIAL POLICE OFFICER

John Callahan
Thomas Casper
Charles C. Chronopoulos
Joseph H. Doolin
Howard F. Given
Robert B. Gray
Raymond O. Grenier
M. Michael Johnson
Philip B. LeBlanc
Betty A. Maille
John Martin
Richard Mello
Thomas O'Brien
Ronald Provost

SPECIAL POLICE OFFICER (Continued)

Joseph E. Taff

E-911 MUNICIPAL COORDINATOR

Betty A. Maille 2004

RECREATION COMMISSION

Mindy J. Boyd 2003
Jean A. Barrett, associate 2003
Carol Chisolm 2004
Eric Estochoen 2004
Diane L. Kablik 2004
Dennis E. Krysiak 2004
Kim E. McCarthy 2004
Alyson McNamara 2004
Christopher Mellen 2004
Ronald A. Potito, associate 2004
Laura J. Pruyn 2004
Walter E. Chambers 2005
Steven R. Manning 2005
Anthony A. Saracco 2004
Christopher Smallis 2004

ROAD INSPECTOR

Allen T. Curseaden, Jr. 2003

SEALER OF WEIGHTS & MEASURES

Edward P. Johnson 2003

TOWN ADMINISTRATOR

Paul G. Boushell 2005

TOWN TREASURER

David F. Desgroseilliers 2004

TRUST FUND COMMITTEE

Paul G. Boushell
Chief John F. Micell
Kevin V. O'Connor
Barbara Reynolds

**DIRECTOR OF VETERANS' SERVICES/VETERANS' AGENT/
VETERANS' GRAVES OFFICER AND BURIAL AGENT**

Kevin V. O'Connor 2004

ASSESSORS' APPOINTMENT

ASSISTANT ASSESSOR

Victor E. Stewart, retired 2003

TOWN CLERK'S APPOINTMENT

ASSISTANT TOWN CLERK

Joanne Shifres 2003

Submitted by: Dorothy Dunderdale, Town Clerk

Board of Selectmen Town Administrator's Office

Members:

Kevin V. O'Connor, Chair
Peter J. Nicosia, Clerk
Donald A. Lampron

Richard B. Lemoine, Vice Chair
Howard A. Hackett

Town Administrator: Paul G. Boushell
Asst. Town Administrator: Hillari I. Wennerstrom
Administrative Assistant: Therese Gay

Phone: (978) 649-2300 x100
Fax: (978) 649-2320
Email: townadministrator@tyngsboroughmass.com

To the Citizens of Tyngsborough:

The year 2002 proved to be another busy year for the administrative team of the Board of Selectmen and the Town Administrator's Office. Not only does the administration support the daily operations of the community, but it also provides direct services to the citizens and businesses of the Town. From licensing to annual appointments, the administration is both directly and indirectly involved in most facets of the community.

In March, the Board of Selectmen, School Committee and Elementary School Building Committee along with a majority of the community at-large celebrated the opening of the new Tyngsborough Elementary School on Westford Road. The completion of the project marked the largest building project undertaken by the town in history.

The May 2002 town election had one of the highest turnout ratios in recent history, resulting in the election of Richard Lemoine and Peter Nicosia to the Board of Selectmen. Following the election of two new members to the Board, the Board reorganized themselves electing Selectmen O'Connor as chair, Selectmen Lemoine as vice chair and Selectmen Nicosia as clerk. Selectmen Hackett and Selectmen Lampron continue to serve as members.

The Board respectfully acknowledges the service of Robert Wallace as Selectmen for nine years and Frederick Perrault as Selectmen for three years.

The Board has remained very active with other departments, and worked in conjunction with the elected Planning Board to organize and appoint a Master Plan Committee. The responsibility of the committee, comprised of various elected and appointed representatives from every facet of town government and representation from citizens at large, is to review and present an updated Master Plan for the town's approval. Selectmen Lemoine and Selectmen Nicosia serve as the selectmen's representation to the committee.

The Town of Tyngsborough is continuously growing in terms of residential development and in welcoming new businesses to Town. The Town was very pleased to welcome Carrabba's Italian Grill on Middlesex Road and the many businesses that have moved into Applewood Plaza on Middlesex Road. The Applewood Commercial Park, on Cummings Road also welcomed many new tenants to town including TransMed USA.

A major factor contributing to the rate of the town's residential growth was tied to four affordable housing projects that were submitted to the Zoning Board of Appeals throughout the spring and summer months. The Board of Selectmen kept close tabs on each of the project's hearings before the ZBA, as the impact of each development posed a significant increase in the services provided by the town. Countless meetings and hearings resulted in two of the four projects being approved.

Taking a proactive approach to affordable housing development, members of the Board in conjunction with the Tyngsborough Housing Partnership submitted to the State Department of Housing and Community Development a housing plan that would assist the town as it strives to reach state mandated levels of affordable homes within the community.

Another major undertaking of the Board of Selectmen was the restructuring of the recreation committee and the appointment of a diverse parks and recreation committee to help serve the recreational needs of all citizens. A new 20-member committee was appointed and has actively sought new avenues to provide both active and passive recreation programs for the town's people.

On September 11, 2002, members of the community gathered at the town hall flagpoles for a moving tribute to the victims of the September 11, 2001 terrorist attacks in New York City and Washington, DC. The town marked the anniversary of this American tragedy with a small ceremony that included the high school band, the police and fire departments, Veterans' Agent Kevin O'Connor, Town Clerk Dorothy Dunderdale and a reading offered by Mark Devlin.

The late fall was consumed with budget issues as the town grappled with the potential shortfall of state aid owed to the community. The November election of a new governor proved to be challenging as the administration hit the ground running with news of cuts in state aid and the reality of the FY04 budget crisis the state would face. The Town Administrator and members of the town's financial team have worked diligently to ensure that the core services provided by the Town would be able to continue at the quality level that residents and businesses have come to expect from our town. The cooperation of the Finance Committee and all town departments played a major role in the success we hope to continue as we struggle through the next few years of this fiscal crisis.

The Board of Selectmen would like to recognize the service of the Open Space and Recreation Plan Committee and congratulate them on the completion of the updated Open Space and Recreation Plan. Many dedicated professionals worked diligently to complete this project and the plan has been submitted for state approval.

The Administration once again would like to give recognition to the many dedicated citizens that volunteer to serve on town boards, committees and assist in a variety of town sponsored activities. The Town of Tyngsborough is fortunate to have residents who actively participate and volunteer to serve the Town. Without the effort of each and every volunteer, the quality of life in Tyngsborough would be greatly diminished. The Board of Selectmen wishes to thank everyone who graciously offers their time and talents to make the Town of Tyngsborough a great community.

Tyngsborough is also fortunate to have a group of very talented individuals who work for the Town. The backbone of our community lies in the dedicated employees who consistently go above and beyond the duties of their jobs every day. The Board acknowledges the outstanding performance of all town employees and is thankful for their service to the Town.

In closing, the Selectmen wish to offer special recognition to Town Administrator Paul Boushell, Assistant Town Administrator Hillari Wennerstrom and Administrative Assistant Terry Gay for their time and devotion to the Town in a courteous and professional manner.

Respectfully Submitted: Kevin V. O'Connor, Chair



The Tyngsborough Board of Selectmen

Town Clerk

Town Clerk: Dorothy Dunderdale
Assistant Town Clerk: Joanne Shifres

Phone: (978) 649-2300 x129

Email: dorothyd@tyngsboroughmass.com

Receipts:

Paid to State for Fish and Wildlife Licenses	\$13,103.75
Paid to Town for Dog Licenses	\$14,695.00
Paid to Town for Town Clerk's Fees	\$7,906.91
Total	\$35,705.66

The audit report for the year ending June 30, 2002, has been completed and copies are available for review in the office.



Town Clerk Dorothy Dunderdale administering the Oath of Office to newly appointed Deputy Police Chief Richard C. Burrows. Also pictured are Police Chief John Miceli, Therese Gay and Paul Boushell.

Town Election May 14, 2002

Office	Prec 1	Prec 2	Prec 3	Prec 4	Total
Selectman (2)					
Frederick H. Perrault	170	175	182	139	666
Robert M. Wallace	140	173	161	107	581
Richard B. Lemoine	481	371	380	646	1878
Peter J. Nicosia	393	328	357	617	1695
Write-Ins	3	0	1	1	5
Blanks	89	57	47	54	247
Total	1276	1104	1128	1564	5072
Assessor					
David R. Abreu	469	397	420	581	1867
Write-Ins	2	3	4	3	12
Blanks	167	152	140	198	657
Total	638	552	564	782	2536
Board of Health					
Virginia C. Day	460	398	424	588	1870
Write-Ins	0	2	2	1	5
Blanks	178	152	138	193	661
Total	638	552	564	782	2536
Cemetery Commissioner					
Nelson L. Brake	478	419	443	586	1926
Write-Ins	0	2	1	2	5
Blanks	160	131	120	194	605
Total	638	552	564	782	2536
Constable					
Thomas A. Murray, Jr.	464	402	413	575	1854
Write-Ins	0	1	1	2	4
Blanks	174	149	150	205	678
Total	638	552	564	782	2536
Finance Committee					
Linda L. Bibeau	454	391	408	564	1817
Write-Ins	1	0	1	2	4
Blanks	183	161	155	216	715
Total	638	552	564	782	2536

Office	Prec 1	Prec 2	Prec 3	Prec 4	Total
Housing Authority					
Doria M. Sylvester	450	378	396	568	1792
Write-Ins	0	0	2	0	2
Blanks	188	174	166	214	742
Total	638	552	564	782	2536
Library Trustees (2)					
William E. Lekas	443	356	389	533	1721
Eric Johnson Spear	394	342	374	547	1657
Write-Ins	1	2	2	1	6
Blanks	438	404	363	483	1688
Total	1276	1104	1128	1564	5072
Moderator					
Robert L. Kydd, Jr.	457	384	423	577	1841
Write-Ins	0	3	1	1	5
Blanks	181	165	140	204	690
Total	638	552	564	782	2536
Planning Board (5 Years)					
Andrew Michael Moran	174	209	197	301	881
Theresa Ann O'Riorden	337	236	258	351	1182
Write-Ins	2	0	0	0	2
Blanks	125	107	109	130	471
Total	638	552	564	782	2536
Planning Board (2 Years)					
Frederick A. Russell	259	276	265	300	1100
Christopher Smallis	256	175	190	280	901
Write-Ins	0	0	0	0	0
Blanks	123	101	109	202	535
Total	638	552	564	782	2536
School Committee (2)					
Richard J. Deleo, Jr	384	312	339	536	1571
Diana R. Keohane	459	369	379	556	1763
Write-Ins	2	2	5	0	9
Blanks	431	421	405	472	1729
Total	1276	1104	1128	1564	5072
Sewer Commissioner					
John J. Haley	319	238	251	432	1240
Richard F. Cayer	214	234	230	230	908
Write-Ins	2	1	0	1	4
Blanks	103	79	83	119	384
Total	638	552	564	782	2536
Tree Warden					
Raymond R. DeVanney	476	409	423	577	1885
Write-Ins	1	2	4	2	9
Blanks	161	141	137	203	642
Total	638	552	564	782	2536

State Primary Election September 17, 2002

DEMOCRATIC PRIMARY RESULTS

Office	Prec 1	Prec 2	Prec 3	Prec 4	Total
United States Senator					
John F. Kerry	208	218	181	193	800
Blanks	51	48	36	29	164
Write-Ins:					
Jack E. Robinson	1	1	1	1	4
Total	260	267	218	223	968
Governor					
Thomas F. Birmingham	75	77	54	50	256
Steven Grossman	2	0	1	2	5
Shannon P. O'Brien	82	89	72	85	328
Robert B. Reich	35	46	41	39	161
Warren E. Tolman	58	55	45	45	203
Blanks	7	0	4	2	13
Write-Ins:					
Mitt Romney	1	0	1	0	2
Total	260	267	218	223	968
Lieutenant Governor					
Christopher F. Gabrieli	101	119	87	99	406
Lois G. Pines	64	69	67	59	259
John P. Slattery	66	51	40	46	203
Blanks	27	28	23	18	96
Write-Ins:					
Jim Rappaport	2	0	0	1	3
Kerry Healey	0	0	1	0	1
Total	260	267	218	223	968
Attorney General					
Thomas F. Reilly	197	206	175	179	757
Blanks	63	59	43	44	209
Write-Ins:					
Jack E. Robinson	0	1	0	0	1
All Others	0	1	0	0	1
Total	260	267	218	223	968
Secretary of State					
William Francis Galvin	185	199	166	174	724
Blanks	75	68	52	48	243
Write-Ins:					
Robert Reich	0	0	0	1	1
Total	260	267	218	223	968

Office	Prec 1	Prec 2	Prec 3	Prec 4	Total
Treasurer					
Michael P. Cahill	38	41	33	31	143
Timothy P. Cahill	102	87	85	109	383
Stephen J. Murphy	44	64	40	19	167
James W. Segel	38	32	34	34	138
Blanks	38	43	26	29	136
Write-ins:					
Daniel Grabauskas	0	0	0	1	1
Total	260	267	218	223	968
Auditor					
A. Joseph Denucci	179	186	154	168	687
Blanks	81	81	64	55	281
Write-ins	0	0	0	0	0
Total	260	267	218	223	968
United States Representative					
Martin T. Meehan	191	204	169	179	743
Blanks	68	62	49	43	222
Write-ins	1	1	0	1	3
Total	260	267	218	223	968
Governor's Council					
Marilyn Pettito Devaney	157	167	145	154	623
Blanks	103	100	73	69	345
Total	260	267	218	223	968
Senator in General Court					
Steven C. Panagiotakos	204	217	185	187	793
Blanks	56	50	33	36	175
Total	260	267	218	223	968
Representative in General Court					
Colleen M. Garry	193	198	161	178	730
Blanks	67	69	57	45	238
Total	260	267	218	223	968
District Attorney					
Martha Coakley	191	199	167	178	735
Blanks	69	68	51	45	233
Total	260	267	218	223	968
Register of Probate					
John R. Buonomo	38	24	35	20	117
Diane Poulos Harpell	26	40	25	41	132
Ed McMahon	155	168	121	134	578
Blanks	41	35	37	28	141
Total	260	267	218	223	968

REPUBLICAN PRIMARY RESULTS

Office	Prec 1	Prec 2	Prec 3	Prec 4	Total
United States Senator					
Blanks	145	113	119	155	532
Write-ins:					
Jack E. Robinson	2	1	4	5	12
John Kerry	1	0	0	0	1
All Others	0	1	0	2	3
Total	148	115	123	162	548
Governor					
Mitt Romney	138	101	110	148	497
Blanks	10	14	13	14	51
Total	148	115	123	162	548
Lieutenant Governor					
Kerry Murphy Healey	94	67	67	117	345
Jim Rappaport	51	48	55	44	198
Blanks	3	0	1	1	5
Total	148	115	123	162	548
Attorney General					
Blanks	148	114	123	161	546
Write-ins:					
Jack E. Robinson	0	1	0	0	1
Martha Coakley	0	0	0	1	1
Total	148	115	123	162	548
Secretary of State					
Jack E. Robinson, III	80	63	75	80	298
Blanks	68	52	48	82	250
Total	148	115	123	162	548
Treasurer					
Daniel A. Grabauskas	63	50	61	65	239
Bruce A. Herzelder	51	38	47	71	207
Blanks	34	27	14	26	101
Write-ins:					
Tim Cahill	0	0	1	0	1
Total	148	115	123	162	548
Auditor					
Blanks	148	115	123	162	548
Total	148	115	123	162	548
United States Representative					
Charles McCarthy	96	66	101	120	383
Thomas P. Tierney	35	28	13	27	103
Blanks	17	21	9	15	62
Total	148	115	123	162	548
Governor's Council					
Blanks	148	115	123	162	548
Total	148	115	123	162	548

Office	Prec 1	Prec 2	Prec 3	Prec 4	Total
Senator in General Court					
Brooks T. Lyman	92	67	79	93	331
Blanks	56	48	44	69	217
Total	148	115	123	162	548
Representative in General Court					
Dennis "DJ" Deeb, II	96	74	85	97	352
Blanks	52	41	38	65	169
Total	148	115	123	162	548
District Attorney					
Blanks	148	115	123	162	548
Total	148	115	123	162	548
Register of Probate					
John W. Lambert	93	67	79	94	333
Blanks	55	48	44	68	215
Total	148	115	123	162	548

LIBERTARIAN PRIMARY RESULTS

United States Senator

Michael E. Cloud	0	0	2	0	2
Blanks	0	0	0	1	1
Total	0	0	2	1	3

Governor

Carla A. Howell	0	0	2	1	3
Total	0	0	2	1	3

Lieutenant Governor

Richard P. Aucoin	0	0	2	1	3
Total	0	0	2	1	3

Attorney General

Blanks	0	0	2	1	3
Total	0	0	2	1	3

Secretary of State

Blanks	0	0	2	1	3
Total	0	0	2	1	3

Treasurer

Blanks	0	0	2	1	3
Total	0	0	2	1	3

Auditor

Kamal Jain	0	0	2	1	3
Total	0	0	2	1	3

Office	Prec 1	Prec 2	Prec 3	Prec 4	Total
Ilana Freedman					
Total	0	0	2	1	3
Governor's Council					
Blanks	0	0	2	1	3
Total	0	0	2	1	3
Senator In General Court					
Blanks	0	0	2	1	3
Total	0	0	2	1	3
Representative In General Court					
Blanks	0	0	2	1	3
Total	0	0	2	1	3
District Attorney					
Blanks	0	0	2	1	3
Total	0	0	2	1	3
Register of Probate					
Blanks	0	0	2	1	3
Total	0	0	2	1	3

GREEN PARTY PRIMARY RESULTS

United States Senator					
Blanks	0	1	0	0	1
Total	0	1	0	0	1
Governor					
Jill E. Stein	0	1	0	0	1
Total	0	1	0	0	1
Lieutenant Governor					
Anthony F. Lorenzen	0	1	0	0	1
Total	0	1	0	0	1
Attorney General					
Blanks	0	1	0	0	1
Total	0	1	0	0	1
Secretary of State					
Blanks	0	1	0	0	1
Total	0	1	0	0	1
Treasurer					
James O'Keefe	0	1	0	0	1
Total	0	1	0	0	1
Auditor					
Blanks	0	1	0	0	1
Total	0	1	0	0	1

Office	Prec 1	Prec 2	Prec 3	Prec 4	Total
United States Representative					
<i>Blanks</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>1</i>
Total	0	1	0	0	1
Governor's Council					
<i>Blanks</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>1</i>
Total	0	1	0	0	1
Senator In General Court					
<i>Blanks</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>1</i>
Total	0	1	0	0	1
Representative In General Court					
<i>Blanks</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>1</i>
Total	140	1	0	0	1
District Attorney					
<i>Blanks</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>1</i>
Total	0	1	0	0	1
Register of Probate					
<i>Blanks</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>1</i>
Total	0	1	0	0	1

State Election November 5, 2002

	Prec 1	Prec 2	Prec 3	Prec 4	Total
Registered Voters	1605	1648	1479	1769	6601
Recorded Votes	1066	1002	942	1184	4194
Precinct Voting %	66.42%	60.80%	59.66%	66.93%	63.54%

Office

United States Senator

Blanks	89	73	84	79	325
John F. Kerry	752	701	635	831	2919
Michael E. Cloud	222	227	218	268	935
Write-ins:					
All Others	0	1	3	1	5
Andrew Card	1	0	0	0	1
Jack E. Robinson	0	0	0	1	1
Randall Forsberg	2	0	2	4	8
Total	1066	1002	942	1184	4194

Governor and Lieutenant Governor

Blanks	89	73	84	79	325
Howell and Aucoin	11	8	14	11	44
O'Brien and Gabrieli	359	319	318	321	1317
Romney and Healey	650	631	574	804	2659
Stein and Lorenzen	22	26	18	32	98
Johnson and Schebel	12	9	13	9	43
Total	1066	1002	942	1184	4194

Attorney General

Blanks	275	243	249	326	1093
Thomas F. Reilly	790	753	688	851	3082
Write-ins:					
All Others	0	6	5	5	16
Mitt Romney	0	0	0	2	2
John Ashcroft	1	0	0	0	1
Total	1066	1002	942	1184	4194

Secretary of State

Blanks	88	65	68	109	330
William Francis Galvin	683	643	589	725	2640
Jack E. Robinson, III	295	294	285	349	1223
Write-ins:					
Robert Reich	0	0	0	1	1
Total	1066	1002	942	1184	4194

Treasurer

Blanks	77	52	44	91	264
Timothy P. Cahill	470	413	412	444	1739
Daniel A. Grabauskas	439	459	418	583	1899
James O'Keefe	80	78	67	66	291
Write-ins	0	0	1	0	1
Total	1066	1002	942	1184	4194

Office	Prec 1	Prec 2	Prec 3	Prec 4	Total
Auditor					
Blanks	156	134	128	190	608
A. Joseph Denucci	655	615	585	700	2555
Kamal Jain	78	89	97	113	397
John James Xanakis	177	164	131	160	632
Write-ins	0	0	1	1	2
Total	1066	1002	942	1184	4194

United States Representative

Blanks	39	24	29	45	137
Martin T. Meehan	597	533	487	605	2222
Ilana Freedman	37	49	49	44	179
Charles McCarthy	393	395	377	490	1655
Write-ins:					
Randall Forsberg	0	1	0	0	1
Total	1066	1002	942	1184	4194

Governor's Council

Blanks	392	358	353	456	1559
Marilyn M. Petitto Devaney	672	644	585	725	2626
Write-ins	2	0	4	3	9
Total	1066	1002	942	1184	4194

Senator in General Court

Blanks	68	47	80	86	281
Steven C. Panagiotakos	735	685	606	696	2722
Brooks T. Lyman	263	270	256	402	1191
Total	1066	1002	942	1184	4194

Representative in General Court

Blanks	49	36	50	64	199
Colleen M. Garry	600	540	505	615	2260
Dennis "DJ" Deeb, III	415	426	386	504	1731
Write-ins	2	0	1	1	4
Total	1066	1002	942	1184	4194

District Attorney

Blanks	286	270	277	355	1188
Martha Coakley	778	729	659	825	2991
Write-ins:					
Carla Howell	0	0	0	1	1
All Others	2	3	6	3	14
Total	1066	1002	942	1184	4194

Register of Probate

Blanks	160	115	111	196	582
John R. Buonomo	497	447	418	467	1829
John W. Lambert	409	440	412	521	1782
Write-ins	0	0	1	0	1
Total	1066	1002	942	1184	4194

	Prec 1	Prec 2	Prec 3	Prec 4	Total
Question 1					
Blanks	71	73	79	84	307
Yes	543	494	432	579	2048
No	452	435	431	521	1839
Total	1066	1002	942	1184	4194
Question 2					
Blanks	76	96	126	45	343
Yes	770	713	655	903	3041
No	220	193	161	236	810
Total	1066	1002	942	1184	4194
Question 3					
Blanks	46	64	99	36	245
Yes	163	159	145	233	700
No	857	779	698	915	3429
Total	1066	1002	942	1184	4194
Question 4					
Blanks	156	143	206	138	643
Yes	520	483	410	628	2041
No	390	376	326	418	1510
Total	1066	1002	942	1184	4194

Minutes of the Annual Town Meeting May 21, 2002

PLACE: Tyngsborough High School
MODERATOR: Robert L. Kydd, Jr.

TIME: 7:00PM
VOTERS PRESENT: 261

The meeting was opened with the Pledge of Allegiance to the American flag.

MOTION: To allow non-resident Town employees to address the meeting if needed: Attorney Richard Bowen, School Superintendent David Hawkins, Library Director Carol Bacon, Planner Mark Whitehead, Building Commissioner Mark Dupell.

ACTION: Voted in the affirmative.

Article 2. To see if the Town will vote to accept the reports of the Town Officers and Committees as printed, or to take any other action relative thereto.

MOTION: That the Town vote to accept the reports of the Town Officers and Committees as printed in the annual town report.

ACTION: Voted in the affirmative.

Article 3. To choose all officers not named in Article 1 of the Annual Town Election Warrant, or to take any other action relative thereto.

MOTION: That the Town vote to appoint Robert W. Sherburne and Alan A. Sherburne as Surveyors of Wood, Bark and Lumber; Stanley Shaw as Fence Viewer; and Kevin O'Connor, Janet Renk and Nancy Johnson as Memorial Day Committee members.

ACTION: Voted in the affirmative.

Article 4. To see if the Town will vote to fix the salary and compensation of elective officers of the Town as provided by Section 108 of Chapter 41 of the Massachusetts General Laws, as amended, for the Fiscal year (July 1, 2002 - June 30, 2003), or to take any other action relative thereto.

Salaries of the Elected Officials are included in the Department Appropriations.

MOTION: That the Town vote to accept Article 4 as recommended by the Finance Committee.

TAX COLLECTOR

MOTION: That the Town vote to raise and appropriate the sum of \$46,877 for the Tax Collector Salary.

ACTION: Voted in the affirmative.

TOWN CLERK

MOTION: That the Town vote to raise and appropriate the sum of \$44,505 for Town Clerk Salary.

ACTION: Voted in the affirmative.

PLANNING BOARD

MOTION: That the Town vote to raise and appropriate the sum of \$500 for Planning Board Chairman and \$250 for each member.

MOTION #2: That the Town vote to raise and appropriate the sum of \$1200 for Planning Board Chairman and \$1000 for each member.

ACTION ON MAIN MOTION: Voted in the negative by hand count YES63 NO166.

ACTION ON MOTION #2: Voted in the affirmative.

ACTION ON ARTICLE 4: Voted in the affirmative as amended as follows.

	SALARIES 7/01/01 6/30/02	REQUEST SALARIES 7/01/02 6/30/03	RECOMMEND SALARIES 7/01/02 6/30/03
Elective Town Officers			
Moderator	\$ 200	\$ 200	\$ 200
Selectmen Members (5)	\$ 1,200	\$ 1,200	\$ 1,200
Tax Collector	\$45,291	\$47,646	\$46,877
Assessors (3)			
Chairman	\$ 2,415	\$ 2,415	\$ 2,415
Members (2)	\$ 2,205	\$ 2,205	\$ 2,205
Town Clerk	\$43,000	\$45,365	\$44,505
Board of Health			
Chairman	\$ 640	\$ 640	\$ 640
Members (2)	\$ 520	\$ 520	\$ 520
Tree Warden	-0-	-0-	-0-
Cemetery Commissioners (3)	-0-	-0-	-0-
School Committee (7)	-0-	-0-	-0-
Library Trustees (6)	-0-	-0-	-0-
Sewer Commissioners (3)			
Chairman	\$ 2,000	\$ 2,000	\$ 2,000
Members (2)	\$ 1,500	\$ 1,500	\$ 1,500
Planning Board (5)			
Chairman	\$ 500	\$ 1,200	\$ 1,200
Members (4)	\$ 250	\$ 1,000	\$ 4,000
Finance Committee (5)	-0-	-0-	-0-
Constables (2)	-0-	-0-	-0-
Housing Authority (5)	-0-	-0-	-0-
Greater Lowell Regional (1)			
Technical High School	-0-	-0-	-0-

Article 5. To see if the Town will vote to raise and appropriate a sum of money as may be necessary to defray town expenses for the ensuing year, or to take any other action relative thereto.

MOTION: That the Town vote to raise and appropriate a sum of money to fund the Town's operating budget for FY2003. And to appropriate the sum of \$601,696.00 for the purpose of funding the Sewer Enterprise Fund for FY2003, such fund to be derived from Sewer Enterprise receipts.

MOTION #2: To raise and appropriate the recommended amounts for Article 5 with the exception of line items 123,131,132,135,146,160,172,175,184,185,192,193,211,213,302,421,520,522,523,525,527,528, 530,541,542,630,759,900 and to act on these individually.

MOTION #3: To postpone the Annual Town Meeting in order to proceed with the Special Town Meeting called for 7:30PM.

ACTION ON MOTION #3: Meeting reconvened at 8:03PM.

ACTION ON MOTION #2: Voted in the affirmative as follows:

GENERAL GOVERNMENT - 100**Moderator 114**

Moderator Salary	200
Expenses	150

Board of Selectmen 122

Selectmen Salary	6,000
Secretary Salary	29,902
Clerical Coverage	1,000
Expenses	10,700

Town Adm. Salary 123

	74,059
Vacation Buyback	3,124
Asst. Town Administrator	43,500
Expenses	1,000
Out of State Travel	1,100
Consulting Services	0

Computer Administration 124

20,000

Sherburne Property Maint.

10,000

Planning/Community Dev. 129

Planner Salary	54,149
Conservation Agent	26,772
Clerical Wages	9,906
Grant Funds	5,000
Expenses	8,600

Finance Committee 131

Clerical Wages	5,000
Reports	1,500
Expenses	1,340

Reserve Fund 132

70,000

Town Accountant 135

Town Accountant Salary	44,928
Certification	1,000
Clerical Wage	5,500
Expenses	2,575

Annual Audit 136

16,500

Board of Assessors 141

Assessors' Salary	6,825
Associate Assessor	49,981
Senior Clerk	25,470
SL/VAC Clerical	1,000
Expenses	14,550
Revaluation	9,795

Treasurer 145

Treasurer Salary	46,645
Asst. Treasurer	27,113
Clerical	21,938
Certification	1,000
Tax Title	18,000
Expenses	11,110

Tax Collector 146

Tax Collector Salary	46,877
Clerical Wages	27,615
Tax Title	2,000
Certification	1,000
Expense	19,700

Legal Expenses 151

Counsel Stipend	53,820
Counsel Expense	3,500

Special Counsel 152

Labor Counsel	20,000
Town Counsel Litigation	15,000
Special Legal Counsel	40,000

Landfill Agreement 153

0

Town Clerk 160

Town Clerk Wages	44,505
Certification	1,000
Clerical Wages	15,647
Expenses	2,385

Dog Licenses -161

Expense	1,500
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Election/Registration 162

Salaries	10,000
Police Detail	7,000
Expenses	8,850

Conservation Commission 171

Commissioners Salary	1,750
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Open Space 172

500

NMCOG 174

2,738

Planning Board 175

Board Salaries	5,200
Clerical Wages	13,000
Expenses & Prof. Services	34,550

Zoning Board 176

Board Salaries	2,450
Clerical Wages	7,000
Expenses	1,825

Capital Program Committee 182

500

Community Preservation 184

500

ADA Committee 185

500

Town Hall Care 192

Expenses	104,900
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Care of Old Town Hall 193

6,000

Town Reports 195

4,000

Misc. Printing	0
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Stabilization 199

0

Total Gen. Gov.**1,192,744****PUBLIC SAFETY - 200****Police 210**

Police Salaries & Wages	1,480,011
Other Salaries & Wages	303,008
Out of State Travel	1,000
Expenses	159,100

Police Station Care 211	
Custodian Salary	12,892
Expenses	34,500
Police Cruiser 212	0
Parking Clerk 213	4,500
 Fire 220	
Fire Salaries & Wages	344,141
Expenses	94,214
 Communications 225	
Comm Ctr Salaries & Wages	279,224
Expenses	40,400
 Building Inspector 241	
Inspector-Salary	56,925
Mileage	3,500
S&W Clerical	43,261
Inspectional Coverage	1,000
Expenses	2,465
Gas Inspector 242	7,753
Mileage	1,000
Plumbing Inspector 243	7,753
Mileage	1,000
Sealer of Weights & Meas. 244	500
Electrical Inspector 245	11,202
Mileage	2,000
 Emergency Management 291	
Civil Prep. Salary	1,200
Expenses	2,350
 Animal Control 292	33,000
Tree Warden 294	6,300
Insect & Pest Cont. 296	1,300
Dutch Elm Disease 297	2,500
Fence Viewer 298	50
Inspector of Animals 299	775
Inspector of Animals/Expenses	300
TOTAL PUBLIC SAFETY	2,939,124

EDUCATION - 300

Instruction & Expenses	14,005,226
Transportation	1,095,876
Gr. Lowell Tech 301	147,982
School Building Committee 302	2,000
DARE Program 305	
DARE Officer Salary	53,675
DARE Expenses	5,000
TOTAL EDUCATION	15,309,759

STREETS & HIGHWAYS

Town Engineer 420	40,000
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Highway Department 421

Highway Salaries & Wages	496,250
Clerical	13,756
Seasonal Help	16,000
Overtime Wages	5,500

Highway Dept. Expenses 422	59,335
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Snow & Ice 423	125,000
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Street Lights 424	37,500
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Road Repair Expenses 425	78,500
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Special Signs 426	3,000
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Construction 427	68,800
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Uniform Allowance 429	7,880
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Snow Unaccepted Roads 432	5,000
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Cemetery Depart. 491

Cemetery Sal. & Wages	24,323
Expenses	4,600

Cemetery Internment 492

Internment Salaries	5,300
Expenses	3,500

TOTAL STREETS / CEMETERY	994,244
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HUMAN SERVICES - 500**Board of Health 520**

Board Salaries	1,680
Admin. Asst. Salary	24,486
Clerical	8,276
SL/VAC Coverage	1,780
Expenses	11,323
Engineer	41,000

Dental Program 521	3,000
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Town Nurse 522	2,250
Mental Health 523	400
Rubbish Contract 524	670,000
Recycling	131,000
Animal Disposal 525	405
Inspect. of Slaughter 527	25
Hazardous Waste Coll 528	13,500
Demolition & Health 530	3,150
 Council on Aging 541	
Director Salary	41,402
Certification	1,000
Clerical Wages	33,499
Custodian	8,928
Expenses	4,770
 Community Center 542	7,907
 Veterans Agent 543	
Vet. Agent Salary	20,613
Certification	500
Clerical Wages	17,607
Expenses	1,975
Veterans Benefits 544	62,700
Veterans Graves 545	750
Veterans Flags 546	500
TOTAL HUMAN SERV.	1,114,426

CULTURE & RECREATION -600

Library 610

Director Salary	45,838
Assistant Director	33,528
Salaries & Wages	119,480
Vacation Wages	3,200
Expenses	74,106

Town Beach S&W 630-

Expenses	4,500
Professional Services	14,300

Recreation Program 655

Summer Recreation	1,000
Field Maintenance	17,000
Equipment	1,500
Utilities	2,000

Memorial Day 660	1,000
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Historical Comm 691	2,500
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TOTAL CULTURE	319,952
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DEBT SERVICE -700

Municipal Purpose Debt	194,115
Sewer Series FMHA 712	15,100
Police Station 714	20,000
Sewer Long Pond 715	40,000
Long Term Debt High School 716	950,000
Hunter Property Land 719	15,000
Sewer Phase 1 Princ.	164,186

Interest Long Term - 750

Sewer FHMA 752	6,040
Police Station Interest 754	3,225
Sewer Long Pond Interest 755	5,483
High School Interest 756	300,118
Hunter Property Interest 758	2,419
Int. New School Design	590,439
Municipal Purpose Int	24,932

Interest Short Term 759	22,500
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TOTAL DEBT SERVICE	2,353,557
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INSURANCE 900

Middlesex County Retirement	491,476
Workers Compensation	50,000
Unemployment Compensation	30,000
Employee Health Ins	1,675,000
Employee Life Ins	2,500
Medicare	155,000
Property/Liability	95,000
Fire Accident	11,000
Police Accident	20,000
TOTAL INSURANCE	2,529,976

SEWER COMMISSION

Salary & Wages	88,452
Expenses	513,244
TOTAL SEWER	601,696

SUMMARY

General Government	1,192,744
Public Safety	2,939,124
Education	15,309,759
Highway & Cemetery	994,244
Human Services	1,114,426
Culture & Recreation	319,952
Debt	2,353,557
Insurance	2,529,976
Sewer	601,696
SUBTOTAL	27,355,478

Article 6. To see if the Town will vote to certify the Chapter 90 Bond appropriation in the amount of \$90,107.70 as an available fund to be expended by the Board of Selectmen, or to take any other action relative thereto.

MOTION: That the Town vote to certify the Chapter 90 Bond Appropriation in the amount of \$90,107.70, as an available fund to be expended by the Board of Selectmen.

ACTION: Voted in the affirmative.

Article 7. To see if the Town will vote to appropriate by transfer from available funds a sum of money to be used to stabilize the tax rate for FY 2002, or to take any other action relative thereto.

MOTION: That the Town vote to transfer from Free Cash the sum of \$337,992 to be used to stabilize the tax rate for FY2003.

ACTION: Voted in the affirmative.

Article 8. To see if the Town will vote to transfer from its unrestricted revenues to the school committee budget the reimbursements received by the town, pursuant to M. G. L. c. 44 sub section 72, for medical services provided to school pupils who are in residential special education programs pursuant to the provisions of Chapter 71B and all federal reimbursements received for other reimbursable medical services provided by the school department pursuant to state or federal law to students requiring educational or related medical services, such sums to be expended for any lawful purpose by the committee, or take any other action relative thereto.

MOTION: That the Town vote to accept Article 8 as printed.

ACTION: Voted in the affirmative.

Article 9. To see if the Town will vote to amend the Town's Personnel By-law to exclude certain positions by adding the following subsection to Section 2, or take any other action relative thereto:

"(E) Those positions which are as follows: the Town Treasurer, Assistant Assessor, Building Commissioner, Sewer Superintendent, Director of Planning and Community Development, Veterans' Agent, Director Council on Aging, Administrative Assistant to the Board of Selectmen, and the Permanent Part-time Lieutenant".

MOTION: That the Town vote to amend the Town's Personnel By-Law to exclude certain positions by adding the following subsection to section 2, or take any other action relative thereto:

"(E) those positions which are as follows: The Town Treasurer, Assistant Assessor, Building Commissioner, Sewer Superintendent, Director of Planning and Community Development, Veteran's Agent, Director Council on Aging, Administrative Assistant to the Board of Selectmen, and the permanent part-time Lieutenant.

ACTION: Voted in the affirmative.

Article 10. To see if the Town will vote to amend the Town's Personnel By-law to exclude two police department positions by adding the following sub-sections to Section 2 (d), or take any other action relative thereto.

"5. Police Captain"

"6. Deputy Police Chief"

MOTION: That the Town vote to amend the Town's Personnel By-Law to exclude two Police Department positions by adding the following sub-sections to section 2 (D), or take any other action relative thereto.

ACTION: Voted in the affirmative.

Article 11. To see if the Town will vote to amend the Town-By-laws, Article I, Section 8, by adding after the last sentence the following:

Said Section 8 shall not apply, however, to amendments to the Town By-laws or Zoning By-laws.

And to further amend the Town By-laws, Article VI, Section 1, by deleting the word "annual" so that said By-law shall read:

Section 1. These By-laws may be amended at any Town Meeting by a majority vote. Any proposed amendment shall appear in full in the warrant for such meeting, or take any other action relative thereto.

MOTION: To accept Article 11 as printed.

ACTION: Voted in the affirmative.

Article 12. To see if the Town will vote to hereby accept the provisions of Massachusetts General Law Chapter 44, Section 53E1/2 for the purposes of administering the consultant fee provision of the Wetlands Protection Bylaw and further that the Conservation Commission through the Department of Planning and Community Development may expend the same without appropriation for expenses reasonably related to its duties and responsibilities as provided above; that expenditures from same shall not exceed \$25,000.00 in fiscal 2003; that the Conservation Commission will report to the next annual town meeting on receipts and expenditures of the revolving fund; that any balance in the revolving funds shall revert to surplus revenue unless otherwise voted by town meeting; and the revolving fund in order to continue in existence need be reauthorized by each subsequent annual town meeting, or take any other action relative thereto.

MOTION: That the Town vote to accept Article 12 as printed.

ACTION: Voted in the affirmative.

Article 13. To see if the Town will vote that the Applications for Exemption from the Community Preservation Act Surcharge must be filed with the Board of Assessors by November 1st each year, or thirty days (30) after the date tax bills were mailed, whichever is later, or take any other action relative thereto.

MOTION: That the Town vote to accept Article 13 as printed.

ACTION: Voted in the affirmative.

Article 14. To see if the Town will vote to amend the Tyngsborough General By-law to delete the current Article XXI Demolition of Structures and replace it with the following:

Article XXI Demolition of Buildings or Structures

SECTION 1: Intent and Purpose

This By-law is adopted for the purpose of protecting the historic and aesthetic qualities of the Town by encouraging owners to preserve, rehabilitate or restore whenever possible, buildings or structures which constitute or reflect distinctive features of the architectural or historic resources of the Town. Such preservation will thereby promote the public welfare and preserve the cultural heritage, economic heritage and the social history of the Town.

SECTION 2: Definitions

For the purposes of this section the following words and phrases have the following meanings:

- 1) Commission – the Tyngsborough Historical Commission.
- 2) Commissioner – the Tyngsborough Building Commissioner
- 3) Demolition Permit – the permit issued by the Commissioner as required by the state building code for the demolition, partial demolition or removal of a building or structure.
- 4) Building or Structure – any combination of materials capable of being used for shelter of persons, animals, or property.
- 5) Historically Significant Building or Structure – any building or structure that is:
 - a) importantly associated with one or more historic persons or events, or with the architectural, cultural, political, economic or social history of the Town, the Commonwealth of Massachusetts or the United States of America.
 - b) historically or architecturally important by reason of period, style, method of building construction, or association with a particular architect or builder, whether by itself or in the context of a group of buildings or structures.

SECTION 3: Regulated buildings and structures

The provisions of this Article shall apply only to the following buildings or structures:

1. a building or structure listed on the National Register of Historic Places or the State Register of Historic Places, or the subject of a pending application for listings on either of said Registers; or
2. a building or structure located within 200 feet of the boundary line of any federal, state or local historic district; or
3. a building or structure included in the Inventory of the Historic and Prehistoric Assets of the Commonwealth, or designated by the Commission for inclusion in said inventory; or
4. a building or structure included in the Town of Tyngsborough Comprehensive Inventory of Historic Places.

SECTION 4: Procedure

A. The Building Commissioner shall forward a copy of each demolition permit application for a building or structure identified in Section III to the Commission within five (5) days after the filing of such application. No demolition permit shall be issued at that time. For the purposes of this bylaw, receipt by the Commission shall mean date stamping of the application as "received by the Historical Commission" by the Board of Selectmen's administrative assistant who shall immediately notify in writing with a copy of the application the Chair and Vice Chair of the Commission.

B. Within twenty (20) days after its receipt of such application, the Commission shall determine whether the building or structure is historically significant. The applicant for the permit shall be entitled to make a presentation to the Commission if he or she makes a timely request in writing to the Commission.

C. If the Commission determines that the building or structure is not historically significant, it shall so notify the Building Commissioner and the applicant in writing and the Commissioner may issue a demolition permit. If the Commission determines the building or structure is historically significant, it shall notify the Building Commissioner and the applicant in writing that a demolition plan review must be made prior to the issuance of a demolition permit. If the Commission fails to notify the Commissioner and the applicant of the Commission's determination within thirty (30) days after the Commissioner's receipt of the application, then the building or structure shall be deemed not historically significant and the commissioner may issue a demolition permit.

D. Within sixty (60) days after the applicant is notified that the Commission has determined that a building or structure is historically significant, the applicant for the permit shall submit to the Commission ten (10) copies of a demolition plan that shall include the following:

- 1) a map showing the location of the building or structure to be demolished with reference to lot lines and to neighboring buildings and structures;
- 2) photographs of all street façade elevations;
- 3) a description of the building or structure, or part thereof, to be demolished;
- 4) the reason for the proposed demolition and data supporting said reason, including where applicable data sufficient to establish any economic justification for demolition; and
- 5) a brief description of the proposed reuse of the parcel on which the building or structure to be demolished is located.

E. The Commission shall hold a public hearing with respect to the application for a demolition permit, and shall give public notice of the time, place and purposes thereof at least fourteen (14) days before said hearing in such manner as it may determine. The Commission shall submit such notification to the Town Clerk for posting in the Town Hall. As part of such notification the applicant shall pay for the legal advertisement in a newspaper of general circulation. The Commission shall require the applicant to send certified mail postage prepaid a copy of said notice to the owners of all abutting property, other property within 300 feet of said property, and other property deemed by the Commission to be materially affected thereby as they appear on the most recent real estate tax list of the Board of Assessors, to the Planning Board, to any person filing written request for notice of hearings, such request to be renewed yearly in December, and to other persons as the Commission shall deem entitled to notice. The applicant shall submit proof of such notification prior to the hearing.

F. Within sixty (60) days after its receipt of the demolition plan, the Commission shall file a written report with the Building Commissioner on the demolition plan which shall include the following:

- 1) a description of the age, architectural style, historic association and importance of the building or structure to be demolished;
- 2) a determination as to whether or not the building or structure should be preferably preserved. The Commission shall determine that a building or structure should preferably be preserved only if it finds that the building or structure is a historically significant building or structure. This finding shall be based on the importance made by such building or structure to the Town's historical and/or architectural resources, and that it is in the public interest to preserve, rehabilitate or restore.

G. If following the demolition plan review, the Commission does not determine that the building or structure should preferably be preserved, the Building Commissioner may issue a demolition permit. If the Commission fails to file a report with the Building Commissioner within the time limit set out in subparagraph F above, then the Commissioner may issue a demolition permit.

H. If following the demolition plan review, the Commission determines that the building or structure should preferably be preserved, the Building Commissioner shall not issue a demolition permit for a period of six (6) months from the date of the filing of the Commission's report. The Commissioner may issue a demolition permit prior to the expiration of such six (6) month period if the Commission informs the Commissioner in writing that it is satisfied that the applicant for the demolition permit has made a bona fide, reasonable and unsuccessful effort to locate a purchaser for the building or structure who is willing to preserve, rehabilitate or restore the building or structure, or has agreed to accept a demolition permit on specified conditions approved by the Commission.

SECTION 5: Emergency Demolition

If the condition of a building or structure poses a serious and imminent threat to the public health or safety due to its deteriorated conditions, the owner of such building or structure may request the issuance of an emergency demolition permit from the Building Commissioner. As soon as practicable after the receipt of such a request, the Commissioner shall have the property inspected by a team including the Commissioner, the Chairman of the Commission, the Board of Health, and the Chief of the Fire Department or their respective designees. After the inspection of the building or structure and consulting with the other members of the inspection team, the Commissioner shall determine whether the condition of the building or structure represents a serious and imminent threat to public health or safety. The Commissioner shall also determine whether there is any reasonable alternative to the immediate demolition of the building or structure that would protect the public health and safety. If the Commissioner finds that the condition of the building or structure poses a serious and imminent threat to public health and safety, and there is no reasonable alternative to the immediate demolition thereof, he or she may issue an emergency demolition permit to the owner of the building or structure. Whenever the Commissioner issues an emergency demolition permit, he or she shall submit a written report describing the condition of the building or structure and the basis for his or her decision to issue an emergency demolition permit to the Commission. Nothing in this section shall be inconsistent with the procedures for the demolition and/or securing of buildings and structures established by Chapter 143 Section 6-10 of the Massachusetts General Laws.

SECTION 6: Non-compliance

Anyone who demolishes a building or structure identified in Section III of this article without first obtaining, and complying fully with the provisions of a demolition permit, shall be subject to a fine of not less than one hundred (100) dollars nor more than three hundred (300) dollars. In addition, unless a demolition permit was obtained for such demolition and unless such permit was fully complied with, the Commissioner shall not issue a building permit pertaining to any parcel on which a building or structure identified in Section III of this article has been demolished for a period of three (3) years after the date of demolition. Upon determination by the Commission that a building is a preferably-preserved significant building, the owner shall be responsible for properly securing the building, if vacant, to the satisfaction of the Building Commissioner. Should the owner fail to secure the building, the loss of such building through fire or other cause shall be considered voluntary demolition.

SECTION 7: Appeals to Superior Court

Any person aggrieved by a determination of the Commission may, within twenty (20) days after the filing of the notice of such determination with the Building Commissioner, appeal to the superior court for Middlesex County. The court shall hear all pertinent evidence and shall annul the determination of the Commission if it finds the decision of the Commission to be unsupported by the evidence or to exceed the authority of the Commission. The Court may also remand the case for further action by the Commission or make such other decree, as justice and equity shall require.

SECTION 8: Severability

In case any section, paragraph or part of this By-Law is declared invalid or unconstitutional by any court of competent jurisdiction, every other section, paragraph and part of this By-Law shall continue in full force and effect.

MOTION: That the Town vote to accept Article 14 as printed.

ACTION: Voted in the affirmative.

Article 15. To see if the Town will vote to accept By-law XXXVIII Capital Program Committee.

Section 1. The Board of Selectmen shall establish a committee to be known as the Capital Program Committee, composed of one member of the Board of Selectmen, one member of the Finance Committee, one member of the School Committee, one member of the Planning Board, the Town Treasurer, the Town Accountant, and the Town Administrator. The members representing the Board of Selectmen, Finance Committee, School Committee, and Planning Board shall be selected by their respective Committees. The Committee shall choose its own officers.

Section 2. The Committee shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which: 1.) are purchased or undertaken at intervals of not less than five years; 2.) have a useful life of at least five years; and 3.) cost over \$50,000. All officers, boards, committees, commissions, commissioners, authorities, trustees, and other Town government bodies, including the Board of Selectmen, and the School Committee, shall, by January of each year, give to the Committee, on forms prepared by it, information concerning all anticipated projects requiring Town Meeting action during the ensuing six years. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital

Improvement is considered in the Committee's report, or the Committee shall first have submitted a report to the Board of Selectmen explaining the omission.

Section 3. The committee shall prepare an annual report recommending, a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five fiscal years. The report shall be coordinated with the Finance Committee and subsequently submitted to the Board of Selectmen for its consideration and approval. The Board shall submit its approved Capital Budget to the Annual Town Meeting for adoption by the Town.

Section 4. Such Capital Improvement program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals; but no such expenditure shall be incurred on projects which have not been so approved by the Town through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

Section 5. Committee's report and the Selectmen's recommended Capital Budget shall be published and made available in a manner consistent with the distribution of the Finance Committee report. The Committee shall deposit its original report with the Town Clerk.

Explanation: The present Committee's existence is based on Article 12 of the 1990 Annual Town Meeting, offering by the Board of Selectmen, entitled: "Establish a Capital Program Committee, which establishes membership and describes function as "the function of which shall be to evaluate the long term capital requirements of the Town and to make recommendations on the same at each Town meeting or take other action thereto". There is also an article entitled "Capital Planning Committee" to amend the above, consisting only of a change in membership, as Article 28 of the Special Town Meeting of October 25, 1999. It is of dubious applicability, since it does not name a sponsor, and amends the name of the Capital Program Committee, or its function. A more solid basis is therefore needed.

The purpose of this new By-law is to reorganize the Town's Capital Program Committee, to include additional members of Town Government, vital to the planning process and to revise Capital Program planning process, to better serve the purposes of the evolving needs of the Town, or take any other action relative thereto.

MOTION: To withdraw Article 15.

ACTION: Voted in the affirmative to withdraw.

Article 16. To see if the Town will vote to amend the Town of Tyngsborough By-laws, by adding the following provisions:

Municipal Services for Condominiums:

The Town of Tyngsborough shall provide the following services to residential condominiums organized under M. G. L. c. 183A, whether owner occupied or rental, and regardless of the number of units in the building, or buildings, comprising the Condominium in the same fashion as the Town of Tyngsborough provides to single family residences:

1. Collection of recyclable materials and garbage.

MOTION: To accept Article 16 as printed.

ACTION: Voted in the affirmative.

Attest: true copy

Dorothy A. Dunderdale, Town Clerk

Minutes of the Special Town Meeting May 21, 2002

PLACE: Tyngsborough High School
MODERATOR: Robert L. Kydd, Jr.

TIME: 7:30PM
VOTERS PRESENT: 261

Article 1. To see if the Town will vote to appropriate by transfer from available funds a sum of \$78,703.00, to be expended by the Board of Selectmen, to alleviate the shortfall in the FY 02 Snow and Ice Budget, or take any other action relative thereto.

MOTION: That the Town vote to appropriate by transfer from free cash the sum of \$78,703, to be expended by the Board of Selectmen, to alleviate the shortfall in the FY 02 Snow and Ice budget.

ACTION: Voted in the affirmative.

Article 2. To see if the Town will vote to appropriate by transfer the sum of \$20,000.00 from Account #100-759-5000, Interest on Temporary Loans, to be expended by the Board of Selectmen, as matching funds for a grant awarded to the Department of Planning and Community Development by Massachusetts Department of Environmental Management 2002 Lake and Pond Grant Fund to perform a diagnostic/feasibility study of Lake Mascuppig and to help the Town meet U. S. Environmental Protection Agency's Phase II Stormwater Requirements, or take any other action relative thereto.

MOTION: That the Town vote to accept Article 2 as printed.

ACTION: Voted in the affirmative.

Article 3. To see if the Town will vote to appropriate by transfer the sum of \$18,000.00 from the Sewer Commission Salary Account to the Expense Account, and to appropriate by transfer the sum of \$15,000.00 from the Retained Earnings Account to the Expense Account, or take any other action relative thereto.

MOTION: That the Town vote to accept Article 3 as printed.

ACTION: Voted in the affirmative.

Article 4. To see if the Town will vote to appropriate by transfer the sum of \$5,000.00 from account #913-5000 Unemployment Compensation and the sum of \$20,000.00 from account #912-5000 Workers Compensation for a total of \$25,000.00 to supplement account #524-5300 Rubbish Contract, or take any other action relative thereto.

MOTION: That the Town vote to accept Article 4 as printed.

ACTION: Voted in the affirmative.

Article 5. To see if the Town will vote to amend Section 2.11.30 (Table of Permitted Uses) of the Tyngsborough Zoning By-laws by adding the following language:

Notwithstanding the above, individual drivers employed by the Town of Tyngsborough school bus contractor or any other bus contractor providing transportation services to an educational facility within the Town of Tyngsborough shall be allowed to park one (1) public transit vehicle at their Tyngsborough residential property in residential zones R1, R2, and R3, only on evenings prior to school days. Said public transit vehicle to include buses, special needs equipped vehicles and/or related support vehicles serving in part or whole educational facilities located in the Town of Tyngsborough. No maintenance work shall be performed on said vehicles while parked at the driver's residence. All other provisions of the Tyngsborough Zoning By-laws shall be otherwise complied with, or to take any other action relative thereto.

MOTION: To accept Article 5 as printed.

PLANNING BOARD REPORTED THEIR BOARD VOTED 3 IN FAVOR, 1 OPPOSED, 1 ABSENT.

ACTION: Voted in the negative by hand count. YES 52 NO 158

MOTION: To adjourn the meeting.

ACTION: Meeting adjourned at 8:30 PM.

Attest: true copy

Dorothy A. Dunderdale, Town Clerk

Minutes of the Special Town Meeting October 8, 2002

Place: Tyngsborough Elementary School
Moderator: Robert L. Kydd Jr.

Time: 7:00PM
Voters Present: 200

The Moderator gave Selectman Kevin V. O'Connor a period of time to update the public on issues the Board is working on. Selectman O'Connor also commented on the fact that this will be the last town meeting for Town Clerk Dorothy A. Dunderdale, who will be retiring before the May Town Meeting. Dorothy was presented with a lovely Waterford crystal vase filled with pink roses, provided by the Selectmen, Administrators, Moderator and Town Counsel.

The meeting was opened by the recitation of the Pledge of Allegiance to the American flag.

MOTION: That the following town employees, who are non-residents, be permitted to speak: Carol Bacon, Library Director, David Hawkins, School Superintendent, Mark Whitehead, Director of Planning and Community Development, Victor Stewart, Assistant Assessor, Attorneys John Giffune, Ron Busconi.

Article 1. To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds the sum of \$3,619.00, to be expended by the Board of Selectmen, to pay unpaid bills for FY 02, or take any other action relative thereto.

MOTION: That the Town vote to transfer from Free Cash the sum of \$3,619.00 to be expended by the Board of Selectmen to pay unpaid bills for FY02.

ACTION: Unanimously voted in the affirmative.

Article 2. To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds the sum of \$141,939.00, to be expended by the Board of Selectmen, to supplement the following accounts for FY 03, or take any other action relative thereto.

0100-913-5000 - Unemployment Insurance	\$40,000.00
0100-945-5000 - Property/Liability	\$42,100.00
0100-912-5000 - Workmen's Compensation	\$37,900.00
0100-152-5303 - Town Counsel Litigation	\$ 8,500.00
0100-160-5100 - Town Clerk Clerical	\$ 2,977.00
0100-541-5102 - Council on Aging Clerical	\$ 8,712.00
0100-542-5241 - Community Center Repair	\$ 1,750.00

MOTION: That the Town vote to transfer from Free Cash the sum of \$141,939.00 to be expended by the Board of Selectmen, to supplement the accounts as printed.

ACTION: Voted in the affirmative.

Article 3. To see if the Town will vote to raise and appropriate or appropriate by transfer of available funds to the sum of \$6,970.00, to be expended by the Board of Selectmen to fund the first year of a new four year contract with the Town Administrator, or take any other action relative thereto.

MOTION: That the Town vote to transfer from Free Cash the sum of \$6,970.00 to be expended by the Board of Selectmen, to fund the first year of a new four year contract with the Town Administrator.

ACTION: Voted in the affirmative.

Article 4. To see if the Town will vote to raise and appropriate or appropriate by transfer the sum of \$12,500.00, to be expended by the School Committee, to fund the necessary repairs to the boiler in the Winslow School, or take any other action relative thereto.

MOTION: That the Town vote to appropriate by transfer from Free Cash the sum of \$12,500.00 to be expended by the School Committee, to fund the necessary repairs to the boiler in the Winslow School.

ACTION: Voted in the negative by a hand count YES 38 NO 121

Article 5. To see if the Town will vote to raise and appropriate or appropriate by transfer the sum of \$10,000.00, to be expended by the Board of Selectmen, to fund the retaining of a consultant to develop bid specifications for the updating of the Town's Master Plan, or take any other action relative thereto.

MOTION: That the Town vote to transfer from Free Cash the sum of \$10,000.00 to be expended by the Board of Selectmen, to fund the retaining of a consultant to develop bid specifications for the updating of the Town's Master Plan.
ACTION: Voted in the affirmative.

Article 6. To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds the sum of \$41,000.00, to be expended by the Board of Health, to supplement the Rubbish and Recycling Account #524-5300 and 5301 for the purpose of picking up condominium trash and recycling, or take any action relative thereto.

MOTION: That the Town vote to transfer from Free Cash the sum of \$41,000.00 to be expended by the Board of Health, to supplement the rubbish and recycling account #524-5300 and 5301 for the purpose of picking up condominium trash and recycling.
ACTION: Voted in the affirmative.

Article 7. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$23,500, to be expended by the Board of Assessors, to convert the Assessors Appraisal System from a DOS format, to a Windows version, or take any other action relative thereto.

MOTION: To accept Article 7 as printed, transferring the funds from Free Cash.
ACTION: Voted in the affirmative.

Article 8. To see if the Town will vote to transfer from available funds, a sum of money to be used to stabilize the Tax Rate for Fiscal Year 2003, or take any other action relative thereto.

MOTION: That the Town vote to transfer from Free Cash the sum of \$1,354,540.00 to be used to stabilize the tax rate for Fiscal Year 2003.
ACTION: Voted in the affirmative.

Article 9. To see if the Town will vote to certify the Chapter 90 Bond appropriation in the amount of \$180,215.40 as an available fund to be expended by the Board of Selectmen, or to take any other action relative thereto.

MOTION: That the Town vote to certify the Chapter 90 Bond appropriation in the amount of \$180,215.40 as an available fund to be expended by the Board of Selectman.
ACTION: Voted in the affirmative

Article 10. To see if the Town will vote to amend Article One of the Special Town Meeting of April 11, 2000, so that the definition of equipment be expanded to include a dump truck, or take any other action relative thereto.

MOTION: That the Town vote to amend Article 1 of the Special Town Meeting of April 11, 2000, so that the definition of equipment be expanded to include a dump truck.

AMENDMENT: That the Town vote to amend Article 1 of the Special Town Meeting of April 11, 2000 so that the definition of equipment be expanded to include any equipment deemed necessary by the Elementary School Building Committee for the maintenance, upkeep and operation of the new Tyngsborough Elementary School.

THE MODERATOR RULED THAT THIS AMENDMENT WAS OUTSIDE THE SCOPE OF THIS ARTICLE.

ACTION ON MAIN MOTION: Voted in the affirmative.

Article 11. To see if the Town will vote to amend Article 19 of the Annual Town Meeting of 1992 to read: To see if the Town will vote to authorize the Board of Selectmen to appoint a Recreation Committee comprised of eleven (11) members. Seven (7) members at large and 1 representative from the following neighborhoods, Wicasee Park, Bridge Meadow, Park Place, Chestford Acres, or take any action relative thereto.

MOTION: That the Town vote to authorize the Board of Selectmen to appoint a Recreation Committee comprised of eleven (11) members: seven (7) members at large and 1 representative from the following neighborhoods, Wicasse, Bridge Meadow, Park Place, Chestford Acres.

ACTION: Voted in the affirmative.

Article 12. To see if the Town will vote to establish pursuant to the authority granted under Massachusetts General Laws Chapter 44, Section 53 ½ a revolving fund for the purpose of receiving fees and making disbursements in connection with the duties of the Recreation Committee and that no more than \$25,000.00 shall be expended from this fund during the Fiscal Year 2003. The Board of Selectmen or their designee shall be authorized to expend from this fund, or take any other action relative thereto.

MOTION: That the Town vote to establish pursuant to the authority granted under Massachusetts General Laws, Chapter 44, Section 531/2 a revolving fund, for the purpose of receiving fees and making disbursements in connection with the duties of the Recreation Committee. No more than \$25,000.00 shall be expended from this fund during the Fiscal Year 2003. The Board of Selectman or their designee shall be authorized to expend from this fund.

ACTION: Voted in the affirmative.

Article 13. To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds, the sum of \$270,000 to fund the purchase of two parcels of vacant land owned by GUTHALL, LLC of 1 Billerica Road, Chelmsford, Massachusetts located west of Swan Road abutting the Tyngsborough and Westford town line. Parcel 1 contains approximately 7.7 acres shown as Map 16, Lot 17 on the Town Assessors' Map. Parcel 2 contains approximately 22.4 acres shown as Map 16 Lot 16 on the Town Assessors' Map. These parcels are further described in Middlesex County deed Book 9798, Page 258. Such transfer is subject to \$99,000 reimbursement from the State through the Route 3 North Conservation Lane Acquisition Grant and \$171,000 through the Tyngsborough Community Preservation Fund. Such parcels will be held for conservation and passive recreation purposes subject to the protections of Article 97 of the Amendments of the Massachusetts Constitution, shall allow for appropriate public access to the general public at no charge, shall be under the care and control of the Conservation Commission, and shall be subject to an in perpetuity conservation restriction, the terms of which are acceptable to the Executive Office of Environmental Affairs Department of Environmental Management, or take any other action relative thereto.

MOTION: To withdraw Article 13. That motion was withdrawn since it was made by the Board of Selectmen and they were not the author of the Article

MOTION #2. To accept Article 13 as printed by transferring \$270,000.00 from Stabilization Fund and allowing the Town to accept the State Funding reimbursement grant of \$99,000.00.

ACTION ON MOTION #2. Voted in the negative.

Article 14. To see if the Town will vote to change Section 2.11.30 Table of Permitted Uses by adding Mini-Warehouse SPB-R as a permitted use in the I-1 Zone and change Mini-Warehouse SPB to SPB-R in the I-2 Zone, or take any other action relative thereto.

MOTION: To withdraw Article 14.

ACTION: Voted in the affirmative to withdraw.

Article 15. To see if the Town will vote to amend the Town of Tyngsborough Zoning By-law, Section 3.14.50 Solid Waste Storage to read as follows:

"Any accessory receptacle including a municipal library book container or structure with holding capacity of at least 100 cubic feet for temporary storage of solid or liquid waste, materials, including garbage, rubbish, junk, discarded bulk items and similar waste items shall be located not less than ten feet from any structure and shall be screened from all adjacent premises and streets from which it would otherwise be visible. Screening materials will not be attached to any structure." or take any other action relative thereto.

MOTION: To withdraw Article 15.

ACTION: Voted in the affirmative to withdraw.

Article 16. To see if the Town will vote to amend its by-laws by adopting the following Capital Improvement Program to read as follows:

**TOWN OF TYNGSBOROUGH
CAPITAL IMPROVEMENT PROGRAM BY-LAW**

1. Purpose and Authority:

The Town Administrator shall prepare and maintain a capital improvements program. The objectives of this by-law are to provide a policy foundation for creating and maintaining the Capital Improvement Program and to provide criteria for prioritizing and scheduling projects included in the Program.

2. Program Adoption:

A six-year capital improvements program shall be adopted annually by the Board of Selectmen. The Town Administrator shall present the plan after review and recommendation by the Capital Planning Committee. The program shall include (a) summary of projects; (b) a complete listing of projects for the next six years; (c) cost estimates, financing and time schedule for each project; and (d) the estimated annual cost of operating and maintaining of proposed capital facilities.

3. Definitions:

Capital Improvement – Any spending request that meets one or more of the following criteria:

- A. New construction, major reconstruction or renovation of a building, sewer facility, road or sidewalk, park, or other municipal or school facility with a cost exceeding \$25,000. The cost of planning and design studies in preparation for such projects shall be included within this definition.
- B. Acquisition or improvement of land.
- C. Expenditures funded by debt issuance.

4. The Committee:

The Committee shall consist of a representative of the School Committee, a representative of the Finance Committee, a representative of the Board of Selectmen, and two at large members, who shall not be in the employment of the town or not serve as an elected or appointed official of the Town. The Town Accountant and Town Treasurer shall sit as non-voting members of the Committee.

5. Rating of Projects:

All capital improvement projects shall be reviewed and rated by the Capital Planning Committee and recommendations made to the Town Administrator for inclusion in the Administrator's Capital Improvement Program. Any spending request that is associated with normal and ongoing operation and maintenance of facilities including items such as painting, cleaning of buildings, mowing, fertilization of grounds, are not capital expenses.

Proposed projects shall be rated as to each of the following criteria:

- A. Project needed to ensure the safety of persons or public health.
- B. Project required to meet a federal, state government or other regulatory agency mandate.
- C. Project provides a defined or quantified economic benefit, opportunity or cost savings to the Town.
- D. Project is consistent with the department's scheduled maintenance or replacement program for infrastructure and facilities.
- E. Project meets a documented need for the replacement or unsatisfactory or worn out facilities or equipment.
- F. Project meets a documented new or expanded public service demand.
- G. Project reduces present or future municipal liability.
- H. Project protects, enhances or preserves community character; protects the environment; or reduces the threat to natural habitat.
- I. Project is consistent with the Master Plan, Open Space Plan or other adopted planning document.

This By-Law shall become effective upon approval by the Attorney General.

MOTION: To amend the Tyngsborough Capital Improvement By-Law as printed in Article 16.

MOTION #2: To withdraw Article 16.

ACTION ON MOTION #2: Voted in the affirmative to withdraw.

Article 17. To see if the Town will vote to delete the current Article XXXII Tyngsborough Wetlands Protection Bylaw and replace it with the following:

Section 1. Purpose

1.1 The purpose of this bylaw is to protect the wetlands, water resources, and adjoining land areas in the Town of Tyngsborough by controlling activities deemed by the Conservation Commission (the Commission) likely to have a significant or cumulative effect upon resource area values. These resource area values include but are not limited to the following: public or private water supply, groundwater, flood control, erosion and sedimentation control, storm damage prevention including coastal storm flowage, water quality, water pollution control, fisheries, shellfish, wildlife habitat, rare species habitat including rare plant species, agriculture, aquaculture, and recreation values deemed important to the community (collectively, the "resource area values protected by this bylaw"). This bylaw is intended to utilize the Home Rule authority of this municipality to protect additional resource areas, for additional values, with additional standards and procedures stricter than those of the Wetlands Protection Act (G.L. Ch. 131 s.40) and Regulations thereunder (310 CMR 10.00), subject however to the rights and benefits accorded to agricultural uses and structures of all kinds under the laws of the Commonwealth.

Section 2. Jurisdiction

2.1 Except as permitted by the Commission or as provided in this bylaw, no person shall commence to remove, fill, dredge, build upon, degrade, discharge into, or otherwise alter the following resource areas: any freshwater wetlands; marshes; wet meadows; bogs; swamps; vernal pools; banks; reservoirs; lakes; ponds of any size; rivers; streams; creeks; beaches; lands under water bodies; lands subject to flooding or inundation by groundwater or surface water; or flooding, and lands abutting, any of the aforesaid resource areas as set out in Section 7 (collectively the "resource areas protected by this bylaw"). Said resource areas shall be protected whether or not they border surface waters.

Section 3. Conditional Exceptions

3.1 The application and permit required by this bylaw shall not be required for maintaining, repairing, or replacing, but not substantially changing, or enlarging, an existing and lawfully located structure or facility used in the service of the public to provide electric, gas, water, telephone, telegraph, or other telecommunication services, provided that written notice has been given to the Commission prior to commencement of work, and provided that the work conforms to performance standards and design specifications in regulations adopted by the Commission.

3.2 The application and permit required by this bylaw shall not be required for work performed for normal maintenance or improvement of land in agricultural use as defined by the Wetlands Protection Act Regulations at 310 CMR 10.04.

3.3 The application and permit required by this bylaw shall not be required for emergency projects necessary for the protection of the health and safety of the public. Such work is only to be performed by or be ordered to be performed by an agency of the Commonwealth or a political subdivision thereof; provided that notice, oral or written, has been given to the Commission prior to commencement of work or within 24 hours after commencement; and that the Commission or its agent certifies the work as an emergency project. Such work shall be performed only for the time and place certified by the Commission for the limited purposes necessary to abate the emergency. Within 21 days of commencement of an emergency project a permit application shall be filed with the Commission for review as provided by this bylaw. Upon failure to meet these and other requirements of the Commission, the Commission may, after notice and a public hearing, revoke or modify an emergency project approval and order restoration and mitigation measures.

3.4 Other than stated in this section, the exceptions provided in the Wetlands Protection Act (G.L. Ch. 131 s.40) and Regulations (310 CMR 10.00) shall not apply under this bylaw.

Section 4. Applications for Permits and Requests for Determination

4.1 Written application shall be filed with the Commission to perform activities affecting resource areas protected by this bylaw. The permit application shall include such information and plans as are deemed necessary by the Commission to describe proposed activities and their effects on the resource areas protected by this bylaw. No activities shall commence without receiving, and complying, with a permit issued pursuant to this bylaw.

4.2 The Commission in an appropriate case may accept as the permit application and plans under this bylaw the Notice of Intent and plans filed under the Wetlands Protection Act (G.L. Ch. 131 s.40) and Regulations (310 CMR 10.00).

4.3 Any person desiring to know whether or not a proposed activity or an area is subject to this bylaw may in writing request a determination from the Commission. Such a Request for Determination (RDA) shall include information and plans as are deemed necessary by the Commission.

4.4 At the time of an application, the applicant shall pay a filing fee specified in Regulations of the Commission. The fee is in addition to that required by the Wetlands Protection Act (G.L. Ch. 131 s.40) and Regulations (310 CMR 10.00).

4.5 Upon receipt of a permit application, or at any point during the hearing process, the Commission is authorized to require an applicant to pay a fee for the reasonable costs and expenses borne by the Commission for specific expert engineering and other consultant services deemed necessary by the Commission to come to a final decision on the application. This fee is called the "consultant fee." The specific consultant services may include, but are not limited to, performing or verifying, the accuracy of resource area survey and delineation; analyzing resource area functions and values, including wildlife habitat evaluations, hydrogeologic and drainage analysis; soils analysis, and researching environmental or land use law.

4.5.1 The applicant may seek an administrative appeal from the selection of the outside consultant to the Tyngsborough Board of Selectmen. The grounds for such an appeal shall be limited to claims that the consultant chosen by the Conservation Commission has a conflict of interest or does not possess the minimum required qualifications. The minimum qualification shall consist either of an educational degree in or related to the field at issue or three or more years of practice in the field at issue or a related field. The required time limits for action upon an application by the Conservation Commission shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Board of Selectmen within one month following the filing of the appeal, the selection of the Conservation Commission shall stand. Such an administrative appeal shall not preclude further judicial review, if otherwise permitted by law, on the grounds provided for in these rules.

4.5.2 Any such account shall be established by the Town Treasurer in the town treasury and shall be kept separate and apart from other monies. The special account, including accrued interest, if any, shall be expended at the direction of the Conservation Commission without further appropriation, provided, however, that such funds are to be expended by the Commission only in connection with carrying out its responsibilities under the law. Any excess amount in the account attributable to a specific project, including any accrued interest, at the completion of said project shall be repaid to the applicant or to the applicant's successor in interest. The Commission may require the applicant or the applicant's assigns or successors to replenish the account if such account is drawn down to less than 25% of its original amount if further costs are anticipated for consultant review.

4.5.3 The Commission shall require the payment of the consultant fee at any point in its deliberations prior to a final decision. If a municipal revolving fund has been established, pursuant to G. L. Ch. 44 s.53E1/2 or a special act, for deposit and Commission use of filing or consultant fees, or both, described above, then such filing or consultant fees, or both, shall be deposited therein, for uses set out in the vote establishing the fund. This account shall be kept separate from the account established for filing fees paid under the state Wetlands Protection Act.

4.5.4 The exercise of discretion by the Commission in making its determination to require the payment of a consultant fee shall be based upon its reasonable finding that additional information acquirable only through outside consultants would be necessary for the making of an objective decision. The Commission may waive the filing fee, consultant fee, and costs and expenses for a permit application or RDA filed by a government agency.

Section 5. Notice and Hearings

5.1 Any person filing a permit application or a RDA with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested) or hand delivered, to all abutters at their mailing addresses shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line of the applicant, including any in another municipality or across a body of water. The notice to abutters shall have enclosed a copy of the application notification form that shall state the date, time, and place of the hearing and where copies may be examined or obtained by abutters. An affidavit of the person providing such notice, with a copy of the notice mailed or delivered, shall be filed with the Commission. When a person requesting a determination is other than the owner, the request, the notice of the hearing, and the determination itself shall be sent by the Commission to the owner as well as to the person making the request. When the applicant is anyone other than the owner of the property, the applicant shall furnish written permission for the application signed by the owner. The Commission shall conduct a public hearing on any permit application or RDA, with written notice given at the expense of the applicant, five days prior to the hearing, in a newspaper of general circulation in the municipality.

5.2 The Commission shall commence the public hearing within 21 days from receipt of a completed permit application or RDA unless an extension is authorized in writing by the applicant. The Commission shall issue its permit or determination in writing within 21 days of the close of the public hearing thereon unless an extension is authorized in writing, by the applicant. The Commission in an appropriate case may combine its hearing under this bylaw with the hearing conducted under the Wetlands Protection Act (G.L. Ch.131 s.40) and Regulations (310 CMR 10.00).

5.3 The Commission shall have authority to continue the hearing to a certain date, time and place announced at the hearing, for reasons stated at the hearing, which may include receipt of additional information from the applicant or others deemed necessary by the Commission in its discretion, or comments or recommendations of the boards and officials listed in section 6.

Section 6. Coordination with Other Boards

6.1 The Commission shall provide written notice of such applications to the Board of Selectmen, Planning Board, Board of Appeals, Board of Health, Building Commissioner, and other Boards or Departments as the Commission deems appropriate. A copy shall be provided in the same manner to the Conservation Commission of the adjoining municipality, if the application or RDA pertains to property within 300 feet of that municipality. An affidavit of the person providing notice, with a copy of the notice mailed or delivered, shall be filed with the Commission. The Commission shall not take final action until the boards and officials have had 14 days from receipt of notice to file written comments and recommendations with the Commission, which the Commission shall take into account but which shall not be binding on the Commission. Upon written request the applicant shall receive forthwith any comments and recommendations by the above boards or officials and may respond to the Commission in writing or at the hearing.

Section 7. Permits and Conditions

7.1 If the Commission, after a public hearing, determines that the activities which are subject to the permit application or the land or water uses which will result there from are likely to have a significant individual or cumulative effect upon the resource area values protected by this bylaw, the Commission, within 21 days of the close of the hearing, shall issue or deny a permit for the activities requested. If it issues a permit, the Commission shall impose conditions that the Commission deems necessary or desirable to protect those values, and all activities shall be done in accordance with those conditions. The Commission shall take into account the cumulative adverse effects of loss, degradation, isolation, and replication of protected resource areas throughout the community and the watershed, resulting from past activities, permitted and exempt, and foreseeable future activities.

7.2 The Commission may deny a permit for failure to meet the requirements of this bylaw; for failure to submit necessary information and plans requested by the Commission; for failure to meet the design specifications, performance standards, and other requirements in regulations of the Commission; for failure to avoid or prevent unacceptable significant or cumulative effects upon the resource area values protected by this bylaw; or where no conditions are adequate to protect those values. The Commission may consider any demonstrated hardship on the applicant caused by reason of denial.

7.3 Lands within 200 feet of rivers, and lands within 100 feet of other resource areas, are presumed important to the protection of these resources because activities undertaken in close proximity to resource areas have a high likelihood of adverse impact upon the wetland or other resource, either immediately, as a consequence of construction, or over time as a consequence of daily operation or existence of the activities. These adverse impacts from construction and use can include, without limitation, erosion, siltation, loss of groundwater recharge, degraded water quality, and loss or degradation of wildlife habitat. The Commission therefore may require in its regulations that the applicant maintain a strip of continuous, undisturbed vegetative cover and a strip of continuous area where no permanent structures or impervious surfaces exist within the 200-foot or 100-foot area, unless the applicant presents credible evidence which in the judgement of the Commission the area or part of it may be disturbed without harm to the values protected by this bylaw.

7.4 In the review of areas within 200 feet of rivers and streams and areas within 100 feet of other resources, no permit issued hereunder shall permit any activities unless the applicant, in addition to meeting the applicable requirements of this bylaw, has proved by a preponderance of evidence that (1) there is no practicable alternative to the proposed project with less adverse effects, and that (2) such activities, including proposed mitigation measures, will have no significant adverse impact on the areas or values protected by this bylaw. The Commission shall regard as practicable an alternative which is reasonably available and capable of being done after taking into consideration the proposed property use, overall project purpose (e.g., residential, institutional, commercial, or industrial purpose), logistics, existing technology, costs of the alternatives, and overall project costs. To prevent wetlands loss, the Commission shall first require applicants to avoid wetlands alteration wherever feasible; shall minimize wetlands alteration; and, where alteration is unavoidable, shall require full mitigation. The Commission may authorize or require replication of wetlands as a form of mitigation, but only with adequate security, professional design, and monitoring to assure success, because of the high likelihood of failure of replication.

7.5 The Commission may require a wildlife habitat study of the project area, to be paid for by the applicant, whenever it deems it appropriate, regardless of the type of resource area or the amount or type of alteration proposed. The decision shall be based upon the Commission's estimation of the importance of the habitat area considering but not limited to such factors as proximity to other areas suitable for wildlife, importance of wildlife corridors in the area, or possible presence of rare species in the area. The work shall be performed by an individual who at a minimum meets the qualifications set out in the wildlife habitat section of the Wetlands Protection Act Regulations (310 CMR 10.60).

7.6 The Commission shall presume that all areas meeting the definition of "vernal pools" in section 9 of this bylaw, including the adjacent area, perform essential habitat functions. The presumption may be overcome only by the presentation of credible evidence which in the judgment of the Commission demonstrates that the basin or depression does not provide essential habitat functions. Any formal evaluation should be performed by an individual meeting the qualifications under the wildlife habitat section of the Wetlands Protection Act Regulations (310 CMR 10.60).

7.7 A permit shall expire three years from the date of issuance. Notwithstanding the above, the Commission in its discretion may issue a permit expiring five years from the date of issuance for recurring or continuous maintenance work, provided that annual notification of time and location of work is given to the Commission. Any permit may be renewed once for up to an additional three year period, provided that a request for a renewal is received in writing by the Commission prior to expiration. Notwithstanding the above, a permit may contain requirements which shall be enforceable for a stated number of years, indefinitely, or until permanent protection is in place, and shall apply to all owners of the land, their successors or assigns.

7.8 For good cause the Commission may revoke or modify a permit or determination issued under this bylaw after notice to the holder or the holders successors or assigns of the permit or determination, notice to the public, abutters, and town boards, pursuant to sections 5 and 6, and a public hearing. The Commission in an appropriate case may combine the permit or determination issued under this bylaw with the Order of Conditions or Determination of Applicability issued under the Wetlands Protection Act (G.L. Ch. 131 s.40) and Regulations (310 CMR 10.00).

7.9 The Commission in an appropriate case may combine the decision issued under this bylaw with the Order of Conditions, Order of Resource Area Delineation (ORAD), Determination of Applicability or Certificate of Compliance issued under the Wetlands Protection Act and Regulations (310 CMR 10.00)..

7.10 No work proposed in any permit application shall be undertaken until the permit issued by the Commission with respect to such work has been recorded in the registry of deeds or, if the land affected is registered land, in the registry section of the land court for the district wherein the land lies, and until the holder of the permit certifies in writing to the Commission that the permit has been recorded. If the applicant fails to so perform, the Commission may record the document itself.

Section 8. Regulations

8.1 After public notice and public hearing, the Commission shall promulgate rules and regulations to effectuate the purposes of this bylaw effective when voted and filed with the town clerk. Failure by the Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this bylaw. At a minimum these regulations shall define key terms in this bylaw not inconsistent with the bylaw and procedures governing the amount and filing of fees.

Section 9. Definitions

9.1 The following definitions shall apply in the interpretation and implementation of this bylaw:

9.1.1 The term "alter" shall include, without limitation, the following activities when undertaken to, upon, within or affecting resource areas protected by this bylaw:

- (a) Removal, excavation, or dredging of soil, sand, gravel, or aggregate materials of any kind;
- (b) Changing of preexisting drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns, or flood retention characteristics;
- (c) Drainage or other disturbance of water level or water table;
- (d) Dumping, discharging, or filling with any material which may degrade water quality;
- (e) Placing of fill, or removal of material, which would alter elevation;
- (f) Driving of piles, erection, or repair of buildings, or structures of any kind;
- (g) Placing of obstructions or objects in water;
- (h) Destruction of plant life including cutting of trees;
- (i) Changing temperature, biochemical oxygen demand, or other physical, biological, or chemical characteristics of any waters;
- (j) Any activities, changes, or work which may cause or tend to contribute to pollution of any body of water or groundwater; and
- (k) Incremental activities that have, or may have, a cumulative adverse impact on the resource areas protected by this bylaw.

9.1.2 The term "bank" shall include the land area that normally abuts and confines a water body; the lower boundary being the mean annual low flow level, and the upper boundary being the first observable break in the slope or the mean annual flood level, whichever is higher.

9.1.3 The term "person" shall include any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth or political subdivision thereof to the extent subject to town bylaws, administrative agency, public or quasi-public corporation or body, this municipality, and any other legal entity, its legal representatives, agents, or assigns.

9.1.4 The term "pond" shall have the same meaning as the definition in 310 CMR 10.04 except that the size threshold of 10,000 square feet shall not apply.

9.1.5 The term "rare species" shall include, without limitation, all vertebrate and invertebrate animal and plant species listed as endangered, threatened, or of special concern by the Massachusetts Division of Fisheries and Wildlife, regardless of whether the site in which they occur has been previously identified by the Division.

9.1.6 The term "vernal pool" shall include, in addition to scientific definitions found in the regulations under the Wetlands Protection Act, any confined basin or depression not occurring in existing lawns, gardens, landscaped areas or driveways that, at least in most years, holds water for a minimum of two continuous months during the spring and/or summer, contains at least 200 cubic feet of water at some time during most years, is free of adult fish predatory populations, and provides essential breeding and rearing habitat functions for amphibian, reptile or other vernal pool community species, regardless of whether the site has been certified by the Massachusetts Division of Fisheries and Wildlife. The boundary of the resource area for vernal pools shall be 100 feet outward from the mean annual high-water line boundary defining the depression, but shall not include existing lawns, gardens, landscaped or developed areas.

9.1.7 The term "water quality" shall include but not be limited to aspects of flow, volume, dissolved oxygen, temperature, and clarity.

9.2 Except as otherwise provided in this bylaw or in regulations of the Commission, the definitions of terms in this bylaw shall be as set forth in the Wetlands Protection Act (G.L. Ch. 131 s.40) and Regulations (310 CMR 10.00).

Section 10. Security

10.1 As part of a permit issued under this bylaw, in addition to any security required by any other municipal or state board, agency, or official, the Commission may require that the performance and observance of the conditions imposed there under (including, conditions requiring, mitigation work) be secured whole or in part by one or more of the methods described below:

(a) By a proper bond or deposit of money or negotiable securities or other undertaking of financial responsibility sufficient in the opinion of the Commission, to be released in whole or in part upon issuance of a Certificate of Compliance for work performed pursuant to the permit.

(b) By accepting a conservation restriction, easement, or other covenant enforceable in a court of law, executed and duly recorded by the owner of record, running with the land to the benefit of this municipality whereby the conditions imposed shall be performed and observed before any lot may be conveyed other than by mortgage deed.

Section 11. Enforcement

11.1 No person shall remove, fill, dredge, build upon, degrade, or otherwise alter resource areas protected by this bylaw, or cause, suffer, or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with a permit or an enforcement order issued pursuant to this bylaw.

11.2 The Commission, its agents, officers, and employees shall have authority to enter upon privately owned land for the purpose of performing, their duties under this bylaw and may make or cause to be made such examinations, surveys, or sampling, as the Commission deems necessary, subject to the constitutions and laws of the United States and the Commonwealth.

11.3 The Commission shall have authority to enforce this bylaw, its regulations, and permits issued thereunder by violation notices, non-criminal citations under G.L. Ch. 40 s. 21D, and civil and criminal court actions. Any person who violates provisions of this bylaw may be ordered to restore the property to its original condition and take other action deemed necessary to remedy such violations, or may be fined, or both.

11.4 Upon request of the Commission, the Board of Selectmen and the Town Counsel shall take legal action for enforcement under civil law. Upon request of the Commission, the chief of police shall take legal action for enforcement under criminal law. Municipal boards and officers, including any police officer or other officer having police powers, shall have authority to assist the Commission in the enforcement of this bylaw.

11.5 Any person who violates any provision of this bylaw, or regulations, permits, or administrative orders issued there under, shall be punished by a fine of not more than \$300. Each day or portion thereof during which a violation continues, or unauthorized fill or other alteration remains in place, shall constitute a separate offense, and each provision of the bylaw, regulations, permits, or administrative orders violated shall constitute a separate offense.

As an alternative to criminal prosecution in a specific case, the Commission may issue citations under the non-criminal disposition procedure set forth in G.L. Ch. 40 s.21D, which has been adopted by the Town in Article V Section 1 of the general bylaws.

Section 12. Burden of Proof

The applicant for a permit shall have the burden of proving by a preponderance of credible evidence that the work proposed in the permit application will not have unacceptable significant or cumulative effect upon the resource area values protected by this bylaw. Failure to provide adequate evidence to the Commission supporting, this burden shall be sufficient cause for the Commission to deny a permit or grant a permit with conditions.

Section 13. Appeals

A decision of the Commission shall be reviewable in the Superior Court in accordance with G.L. Ch. 249 s.4.

Section 14. Relation to the Wetlands Protection Act

This bylaw is adopted under the Home Rule Amendment of the Massachusetts Constitution and the Home Rule statutes, independent of the Wetlands Protection Act (G.L. Ch. 131 s.40) and Regulations (310 CMR 10.00) thereunder.

Section 15. Severability

The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision thereof, nor shall it invalidate any permit or determination that previously has been issued.

MOTION: To accept Article 17 as printed.

ACTION: Voted in the affirmative.

Article 18. To see if the Town will vote to amend the Tyngsborough Personnel By-law with the follows:

TOWN OF TYNGSBOROUGH **PERSONNEL BY-LAW**

Section 1: Definitions

"Administrative Authority":

The elected or appointed official or board having jurisdiction over a function or activity.

"Administrative Orders":

Orders issued by the Plan Administrator for the purpose of By-Law clarification, and consistency in implementation and enforcement as described in Section 6.

"Appointing Authority":

The authority granted the power to appoint employees for a particular Administrator or department by the Town By-Laws or by State Statute.

"Day":

An hourly employee that works less than 40 hours per week but 20 or more per week shall have "a day" defined as one-fifth (1/5) of the average number of hours actually worked per week during the preceding calendar year or, in the case of a new employee, during the period employed by the Town.

A salaried employee that works less than 40 hours but 20 or more per week shall have "a day" defined as one-fifth of the scheduled work week as defined in Appendix A – Classified Positions of the Personnel By-Law.

"Department":

Any department, Administrator, committee, commission or other employing authority of the Town subject to this By-Law.

"Department Head":

The officer, Administrator, committee or other body having immediate supervision and control of a Department. In the case of a Department serving under the supervision and control of the Administrator of Selectmen, the officer, Administrator, committee or other body immediately responsible to the Administrator of Selectmen for the administration of the department.

"Emergency Employee":

A noncompetitive appointment to a position for a period of time, as determined with bi-weekly reviews by the Plan Administrative to prevent stoppage of public business or hazard or serious inconvenience to the public.

"Employee":

An employee of the Town occupying a position of employment subject to this By-Law. All employees covered by this By-Laws are deemed to be employees at will as that term has been defined by the Supreme Judicial Court of Massachusetts.

"Employment":

Time during which a person is actively employed or is absent from active employment by reason of being granted an approved leave.

"Orders":

See Administrative Orders.

"Plan":

This Town of Tyngsborough Personnel By-Law, the Pay and Classification Schedule as described in Section 5 and all Administrative Orders issued as described in Section 6.

"Plan Administrator":

Town Administrator of Tyngsborough or the Administrator's designee.

"Regular Full-Time Employee":

Employee regularly scheduled to work at least 35 hours per workweek for fifty-two (52) workweeks per fiscal year.

"Regular Part-time Employee":

Employee regularly scheduled to work no less than 20 hours per workweek for not less than ten (10) consecutive months in any given fiscal year.

"Schedule":

Pay and Classification Schedule.

"Temporary Employee":

Person employed on a full-time or part-time basis for a specific short and defined period of time not to exceed six consecutive months in any one fiscal year.

"Seasonal Employee":

See Temporary Employee.

"Supplemental Part-Time":

Employees regularly scheduled to work less than 20 hours per workweek.

"Town":

The Town of Tyngsborough.

"Year":

Unless otherwise provided by this by-law, all references to annual, yearly, or year in this by-law shall refer to fiscal year commencing on July 1 and ending on the next following June 30.

Section 2: Application

This By-Law shall apply to all Town Departments, and to all positions of all employees in the service of the Town, whether full or part-time, temporary, seasonal, special or any other type of employment other than:

Those positions filled by popular election; provided, however, that the Administrator shall make recommendations prior to the annual Town Meeting relative to salaries for elective positions.

Those position which are covered by collective bargaining agreements.

Those positions under the direction and control of the School Committee.

Those positions under the direction and control of the Administrator of Fire Engineers.

Those positions under the direction and control of the Police Chief.

Section 3: Effective Date

This By-Law shall take effect and be in force from and after the earliest date allowed by law and shall repeal all other By-Laws in conflict herewith.

Section 4: The Plan Administrator

The Town Administrator of the Town of Tyngsborough shall serve as the plan administrator (hereafter referred to as the "Administrator") of this By-Law subject to the authority of the Board of Selectmen.

Section 5: Duties of the Plan Administrator

Personnel Administration.

The Administrator shall prepare for approval by the Town, a Pay and Classification Schedule, the provisions of which, if approved, shall be incorporated into this By-Law as Appendices.

Until such time as the Town adopts a Schedule, any Board or Committee or Department may request the Administrator to study and advise on specific pay and classification matters.

All officers, Boards, departments, committees and Employees shall cooperate with the Administrator in providing the information necessary for the proper preparation of a Schedule. The Administrator shall notify in writing and then conduct a meeting with all Department Heads prior to formulation of the final Schedule. The Schedule shall operate within the meaning of Section 108A and 108C of Chapter 41 of the General Laws, as amended.

Compliance Advice

The Plan Administrator shall advise all Departments, officers and officials as to compliance with applicable equal employment opportunity, fair employment practice laws and other applicable state and federal laws and regulations.

General Advice

The Administrator shall advise the Town Departments regarding any matters pertaining to personnel.

The Administrator shall make general recommendations for each fiscal year to respective Boards and the Finance Committee by November 1 prior to such fiscal year.

Section 6: Administrative Authority

Administration

By the authority of the Board of Selectmen the Plan Administrator is hereby authorized to administer the provisions of the Plan, except for such duties as may be assigned by statute, by-law or negotiated contract to other town officers, boards, committees or commissioners.

Procedural Rules and Regulations

The Administrator is hereby authorized to issue and adopt uniform procedural rules and regulations, and to amend them from time to time. Said rules and regulations shall be consistent and compatible with all other provisions of law and the provisions of this By-Law. Employees shall be notified in writing seven (7) calendar days prior to any changes taking effect.

Administrative Orders

The Administrator may from time to time issue, amend or revoke Orders for the purpose of giving effect to the provisions of this By-Law, and for the purpose of procedure, clarification and consistency in administrating and enforcing. Each such Order shall be numbered in sequence and the Administrator shall maintain a file of all such Orders issued with the Town Clerk, which file shall be open to public inspection.

Section 7: Review of Plan

The Administrator shall, from time to time and in any event at intervals of no less than three years, review the Plan. The Administrator shall keep informed as to pay rates and policies in other Massachusetts municipalities considered by the Administrator to be comparable to the Town so as to be able to recommend to the Town any action, which the Administrator deems desirable to maintain a fair and equitable pay level.

The Administrator shall make an annual report to the Board of Selectmen, including recommendations on any matters, which the Administrator deems appropriate to be considered by the Town.

If at any time the Administrator is of the opinion that changes in this By-Law are desirable, it shall be responsible for taking the necessary action to put the changes into effect in accordance with the provisions governing amendments as set forth in.

Section 8: Amendments

This By-Law may be amended by a majority vote at any Town Meeting. Where Amendments to this By-Law are proposed by persons or authorities other than the Administrator, the Administrator shall be given a copy of any proposed amendment at least thirty (30) days before the Town Meeting at which it is to be considered. The copy shall contain the names and addresses of the proponent(s).

The Administrator may with the authority of the Board of Selectmen establish a temporary classification for any position, the nature and duties of which are temporary or subject to material change, such position to be in effect until the end of the fiscal year.

The Administrator may add a new classification to the Schedule, or reclassify an existing position.

The Administrator may authorize an entrance rate higher than the minimum rate for a position. The Administrator shall consider the recommendation of the Department Head or other Administrative Authority, supported by evidence of exceptional circumstances satisfactory to the Administrator. The Administrator may also make such other variances in compensation, as he/she considers necessary for the proper functioning of the services of the Town subject to the approval of the Board of Selectmen.

No action of the Administrator under the preceding subparagraph or under any other provision of the By-Law may be construed as authorization to spend money for salaries or wages for Employees in addition to that which has been lawfully appropriated at Town Meeting or which is otherwise lawfully available for that purpose.

Except as otherwise specifically provided in collective bargaining agreements, or by vote of the Town, amendments to this By-Law voted at an annual Town Meeting shall be effective as of July first of the calendar year in which voted.

Section 9: Personnel Records

The Town Administrator shall keep such records of the employees as the Administrator is required. The Town Treasurer shall also check on matters covered by the Plan and shall bring any deviations from the Plan's provisions to the attention of the Plan Administrator.

Except as otherwise provided by law, the Administrator shall have access to all facts, figures, records and other information related to Employees and the same shall be furnished forthwith by any such Department whenever so requested by the Administrator in such form as the Administrator may require.

Employees may inspect and/or copy their individual records as provided in G.L. C.149 s.52C.

Section 10: Holidays

The following holidays shall be recognized by the Town on the day, which they are legally observed in the Commonwealth of Massachusetts and these days employees shall be excused from all duty.

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- President's Day
- Patriot's Day
- Memorial Day
- July 4th
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas

The Board of Selectmen at the beginning of the calendar year may alter the above holiday schedule provided, that an equivalent number of paid holidays are granted.

Regular Part-Time and Regular Full-Time Employees will receive holiday compensation at a rate equivalent to one-fifth (1/5) of their regularly scheduled hours per week, or compensation for normally scheduled hours that fall on a recognized holiday. Total weekly compensation, including holiday compensation, will not exceed the employee's regular weekly compensation.

If an employee is required to work on a holiday, the employee shall receive, in addition to the regular holiday pay, an amount equal to one and one half (1 ½) times the regular rate of pay for hours worked.

Any employee on approved vacation or sick leave shall not be charged for leave time.

Section 11: Sick Leave

Regular Full-time employees shall earn one (1) day of sick leave with pay for each calendar month of service not to exceed twelve (12) days per fiscal year.

Regular Part-time employees shall earn one (1) day of sick leave which is one-fifth (1/5) of the average number of hours actually worked per week during the preceding calendar year or, in the case of a new employee, during the period employed by the Town.

If employed prior to the 16th of the month, sick leave shall accrue from the first of the month. If employed on or after the 16th of the month, sick leave shall accrue from the end of the succeeding month.

New Regular Full-time and/or Part-time employees must satisfactorily complete six (6) months of continuous service prior to qualifying for use of sick leave but sick leave shall accrue during the initial six (6) months of service.

Accruals will be earned as of the last working day of each month and will be posted accordingly. No accrual will be recorded for a portion of month upon termination of employment.

Unused sick leave will accumulate from year to year to a maximum of one hundred twenty (120) days. The Town shall annually, during the month of July, notify all employees of the total amount of the employee's accrued sick leave as of June 30 of the previous year.

Evidence of illness and/or disability may be required by the Plan Administrator from the employee for any sick leave greater than three (3) consecutive workdays from a physician. If the cause of the sick leave is not substantiated to the satisfaction of the Plan Administrator, such absence will not be paid as sick leave, and absence will be considered unauthorized leave.

Upon termination, all accumulated sick leave will be forfeited.

Section 12: Vacation

Upon completion of six (6) months of continuous service, vacation time may be used at a rate which is based on the monthly rate of the annual rate. A Regular, Full-time employee shall be granted vacation according to the following table:

<u>Length of Service</u>	<u>Amount of Vacation</u>
Less than 1 year	5/6 day per month
1 year but less than 5	10 days per year
5 years but less than 10	15 days per year
10 years	20 days per year

Regular Part-Time Employees shall earn vacation according to the above table in the following prorated manner: One (1) day of vacation shall mean one-fifth (1/5) of the average numbers actually worked per week during the preceding year, or in the case of a new hire, during the period of time employed by the Town.

If employed prior to the 16th of the month, vacation leave shall accrue from the first of the month. If employed on or after the 16th of the month, vacation leave shall accrue from the end of the succeeding month.

Vacation time may not be cumulative from year to year, Vacation time not taken in the fiscal year immediately following the fiscal year in which it was earned shall be forfeited. The Town shall annually, during the month of July, notify all employees of the total amount of the employee's accrued vacation leave as of June 30 of the previous year.

All employees eligible for vacation days shall take their vacation leave in accordance with a schedule mutually agreed upon by the employee and the supervisor. Vacation days shall only be taken in whole day increments.

Section 13: Funeral Leave

Regular Full-time and Regular Part-time employees shall be eligible for up to three (3) day's consecutive leave with pay for the purpose of making arrangements and attending the funeral of members of their immediate family. The Term "Immediate Family" as used in this paragraph shall mean the following: parents and parents in-law, sister, brother, sister in-law, brother in-law, spouse, child and grandparents of the employee or the employee's spouse.

Section 14: Personal Leave

Regular Full-time and Regular Part-time employees shall be eligible for two days of paid personal leave per year for the purpose of attending the personal business which unavoidably conflicts with the employee's work schedule. This time is to be charged to sick leave.

Section 15: Health, Life and Accidental Death Group Insurance

The Town shall, pursuant to Chapter 32B of the Massachusetts General Laws, provide contributory group health, life and accidental death insurance to Regular Full-time and Regular Part-time employees. The cost of the group insurance is paid on 50/50 basis by the Town and the participating employee. Participation in the group insurance plan is optional.

Upon termination, the Town's health insurance policy, in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), is discontinued.

Section 16: Military Leave

An Employee, upon request, shall be granted military leave in accordance with state and federal law.

Section 17: Court Time

An Employee called to Jury Duty or to Testify as a witness as a result of employment in the Town or as a result of the performance of official Town duties or on behalf of the Town, shall be paid in an amount equal to the difference between the amount received from the Court, other than for travel allowances, and they pay normally received from the Town.

Section 18: Annual Evaluations

The Administrator shall require that each Employee shall be given a written annual evaluation by the Department Head or supervising Administrative Authority. This evaluation shall be in a form as the Plan Administrator may prescribe and it shall be discussed with the Employee, signed by the employee and supervisor and filed in the employee's personnel file.

Section 19: Hiring Procedure

The following procedure shall be used in filling all regular full-time and regular part-time positions.

(a) Upon authority from the Board of Selectmen to the Plan Administrator

(b) A job description agreed to by both the Appointing Authority and the

Administrator must be completed prior to the announcement of the job opening.

The hiring rate and the annual rate for the job must be in accord with the Pay and Classification Schedule or be developed with and agreed to by the Plan Administrator prior to the announcement of the job opening.

The job opening, approved by the Plan Administrator, must be posted internally at least seven calendar days prior to the job being filled.

If it is determined not to hire internal candidates, then the job must be announced at least once in the local paper.

The job opening announcement shall include:

Job Title

Rate of Pay

Summary statement of dues

Direction on how applications may be filed

Application Deadline

Minimum of five (5) days after notice publication for the deadline for filing application.

The following statements:

"Applications will be received no later than ____ by the
Town Administrator"

"Equal Opportunity Employer"

Employee Physical Examinations

Every Employee, regular, supplemental, or seasonal, and any other Employee as the Plan Administrator may designate, shall be required, as a condition of their employment, prior to the effective date of their employment, to have a physical examination by a physician appointed for such purpose by the Board of Selectmen. The cost of the physical shall be filed with the Administrator and with the hiring Department or Administrative Authority.

Section 20: Probationary Period.

Any employee under the jurisdiction of this by-law will be subject to a ninety (90) days probationary period. At any time during this probationary period an employee may be discharged for unsatisfactorily job performance.

Section 21: Employees and the Administrator

All Employees shall have the right to request an appointment to confer with the Administrator on any matter which is covered by the Plan.

Section 22: Severance Clause

The provisions of this By-Law are hereby declared to be severable, and if any provision and the application of any such provision to any person or under any circumstances shall be held to be invalid, illegal or unconstitutional, such invalidity, illegality or unconstitutionality shall not be construed to effect the validity, legality or constitutionality of any of the remaining provisions or of that provision with respect to persons or circumstances other than those as to which the offending provision is held to be invalid, illegal or unconstitutional.

Section 23: Sexual Harassment **Introduction**

It is the goal of the Town of Tyngsborough to promote a workplace which is professional and safe and which treats all of those who work here with dignity and respect. Sexual harassment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will also not be tolerated.

Because the Town of Tyngsborough takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is demonstrated to our satisfaction that such harassment occurred, we will act promptly to eliminate the harassment and impose such corrective action as is necessary, including disciplinary action where appropriate.

Definition Of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this:

"sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature where submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or, such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the nature of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;

- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's physical appearance; comment about an individual's sexual activity, deficiencies, or prowess;

- Displaying sexually suggestive objects, pictures, cartoons;

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

- Inquiries into one's sexual experiences; and,

- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

Complaints of Sexual Harassment

If any of our employees believes that they have been subjected to sexual harassment, it is our policy to provide the employee with the right to file a complaint with our organization. This may be done in writing or orally. If you would like to file a complaint you may do so by contacting Paul Boushell, Town Hall, 25 Bryants Lane., Tyngsborough MA 01879; telephone #: 978-649-2300, Ext. 100. If you prefer, you may file your complaint with Carol Bacon at the Tyngsborough Public Library, 25 Bryants Lane, Tyngsborough MA 01879; telephone #: 978-649-7361. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

Sexual Harassment Investigation

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, and to the extent allowed under the law inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where appropriate we will also impose disciplinary action.

Disciplinary Action

If sexual harassment has been committed by one of our employees, we will take such action as is appropriate. Such actions may include: counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions including termination from employment.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 180 days; MCAD – 6 months).

1. **The United States Equal Employment Opportunity Commission**
Congress Street
Boston, MA 02114
(617) 565-3200

2. **The Massachusetts Commission Against Discrimination**
Boston office:
One Ashburton Place Room 601
Boston, MA 02108
(617) 727-3990

Springfield Office:
424 Dwight Street
Springfield, MA 01103
(413) 739-4125

Section 24: Non-Discrimination

The Town of Tyngsborough is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, handicap, veteran status or any other status or condition protected by applicable federal or state statutes, except where a bona fide occupational qualification applies.

And the following positions to be paid at fixed annual rates of:

Animal Control Officer
Civil Defense Director

Section 25: Employees will be entitled to the Family Medical Leave Act.

Section 26: Resignation of Employment

Employees must give written notice fourteen days to their supervisor prior to termination. The employee may waive the fourteen days.

Any employee who does not report to work for three consecutive working days without notification to their supervisor will be considered a voluntary resignation without notice.

Employees in appointed positions: If the employee is not re-appointed at the end of his/her term, he/she will receive all unused accrued vacation time upon termination.

MOTION: That the Town vote to amend the Tyngsborough Personnel By-Law as printed with the following amendments to the printed article:

Section 14 Personal Time, delete the last sentence, "This time is to be charged to sick leave."

and

Section 15 Health, Life and Accidental Death Group Insurance, the 50/50 cost split should read 80/20 for the HMO Plan and 50/50 for the PPO Plan as this is the Town's policy for the payment of health insurance.

AMENDMENT: To add line (f) to Section 2 "those positions under the direction of the Finance Committee".

ACTION ON AMENDMENT: Voted in the affirmative by hand count YES 33 NO 19.

MOTION #2: To withdraw Article 18 because there are several typographical errors that should be corrected.

ACTION ON MOTION #2: Voted in the affirmative to withdraw.

Article 19. To see if the Town will vote to accept By-law Article XXXX Capital Program Committee.

Section 1. The Capital Program Committee shall be composed of one member of the Board of Selectmen, one member of the Finance Committee, one member of the School Committee, one member of the Planning Board, the Town Treasurer, the Town Accountant, and the Town Administrator. The members representing the Board of Selectmen, Finance Committee, School Committee, and Planning Board shall be selected by their respective Committees. The Committee shall choose its own officers.

Section 2. The Committee shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which: 1.) are purchased or undertaken at intervals of not less than five years; 2.) have a useful life of at least five years; and 3.) cost over \$50,000. All officers, boards, committees, commissions, commissioners, authorities, trustees, and other Town government bodies, including the Board of Selectmen, and the School Committee, shall, by January of each year, give to the Committee, on forms prepared by it, information concerning all anticipated projects requiring Town Meeting action during the ensuing six years. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Committee's report, or the Committee shall first have submitted a report to the Board of Selectmen explaining the omission.

Section 3. The committee shall prepare an annual report recommending, a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five fiscal years. The report shall be coordinated with the Finance Committee and subsequently submitted to the Board of Selectmen for its consideration and approval. The Board shall submit its approved Capital Budget to the Annual Town Meeting for adoption by the Town.

Section 4. Such Capital Improvement program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals; but no such expenditure shall be incurred on projects which have not been so approved by the Town through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

Section 5. Committee's report and the Selectmen's recommended Capital Budget shall be published and made available in a manner consistent with the distribution of the Finance Committee report. The Committee shall deposit its original report with the Town Clerk, or take any other action relative thereto.

MOTION: To withdraw Article 19.

ACTION: Voted in the affirmative to withdraw.

MOTION: To adjourn the meeting.

ACTION: Meeting adjourned at 10:35PM

Attest: true copy

Dorothy A. Dunderdale, Town Clerk

Board of Assessors

Board Members:

Phillip F. O'Brien, Chair
Jeanne Kidder

David R. Abreu

Assistant Assessor: Victor Stewart, retired
Secretary: Sandra Pentedemos

Phone: (978) 649-2300 x121

Email: sandyp@tyngsboroughmass.com

In response to the increase in property sale prices during 2001, the Assessors were compelled to examine assessment/sale ratios. Statistical analysis indicated that assessments only reflected 85% of market value. Since we are required to assess property at full and fair cash market value it was clear that the values needed to be adjusted. In the past, assessments only changed every three years, which was when revaluations were done. In recent years we experienced a fluctuating real estate market that has prompted the need to examine assessment/sale ratios annually in order to maintain market value. We will conduct a full town wide revaluation in fiscal year 2004.

In 2002 we completed the final phase of a three-year data collection and verification program, which consisted of verifying exterior building measurements and walking through the interior of each property in order to verify the data listed on the property record card. It is important that we have correct information on the property record card because incorrect data may generate incorrect assessments. The data that has been collected and verified will be entered into the computer and the changes will be reflected in the FY2004 assessment.

The Assessors provided the Board of Selectmen with the information necessary to conduct the Classification Hearing, which was held on September 23, 2002. The Board of Selectmen annually determines the tax allocation for all classes of property. For Fiscal Year 2003 they voted a "factor of one" meaning a single tax rate for all classes of property.

This past December the Assistant Assessor/Appraiser, Victor Stewart, retired after fourteen years of service. Mr. Stewart's knowledge, professionalism and meticulous attention to detail will be greatly missed. We wish him many sunny days out on the golf course.

We would like to thank Sandy Pentedemos for her professionalism and willingness to do what it takes to keep the day-to-day operations of the office running in the absence of an Assistant Assessor. The Town of Tyngsborough is very fortunate to have such dedicated employees.

2002 (FY 2003) TAX LEVY COMPUTATIONS

Total Amount To Be Raised	\$28,630,683.74
Total Receipts And Other Revenue	\$13,439,417.00
Local Tax Levy	\$15,191,266.74

LEVY LIMIT COMPONENTS

FY2002 Base	\$13,531,049.00
+2.5%	\$ 338,790.00
Amended Growth	\$ 4,013.00
Allowable Growth	\$ 274,079.00
Debt Exclusion	\$ 1,053,749.00
TOTAL	\$ 15,201,359.00

TOTAL VALUATIONS BY CLASS

	<u>VALUE</u>	<u>LEVY%</u>	<u>TAX DOLLARS</u>
Residential	\$781,759,045	84.9622	\$12,906,841.83
Commercial	\$ 75,057,896	8.1574	\$ 1,239,205.86
Industrial	\$ 44,973,580	4.8878	\$ 742,513.81
Personal Property	\$ 18,334,660	1.9926	\$ 302,705.24
TOTAL	\$920,125,181	100.00	\$15,191,266.74

F/Y 2003 TAX RATE \$16.51 PER THOUSAND, ALL CLASSES

Planning Board

Board Members:

Martin Betz, Chairman
Steve Nocco, Secretary
Fred Russell

Mark Pease, Vice Chair
Theresa O'Riorden, Treasurer
Caryn DeCarteret, Associate Member

Clerk: Joyce Harrington
Phone: (978) 649-2300 x115
Email: planbrd@tyngsboroughmass.com

The Planning Board continued its renaissance in 2002 (March '02 - February '03). Several new people joined the Board this year rounding out an already strong core. This new blood has allowed the Board to accomplish much and begin many important projects.

Personnel

In May 2002 two (2) new members were elected to the Board. Theresa O'Riorden won a five-year seat, and brings a civil engineering background to the Board. This experience has proved valuable in numerous site plan reviews. A two-year seat was won by Fred Russell. Fred has broad knowledge in the construction industry and has also served the Town as a member of the Community Preservation Committee (CPC). Finally, in November, Caryn DeCarteret was appointed as the first ever Planning Board Associate member. Caryn has an outstanding set of credentials as a former Planning Board Clerk and Board Member. The Board is pleased to have her involved again. The Associate Member is tasked with attending Special Permit Hearings, and may vote on the Permit in the absence of a regular Board member.

Two other important personnel additions were also made this year. First, in April, Joyce Harrington was hired as the Planning Board Clerk. She immediately reorganized the office and took over many administrative duties as well as attending meetings and taking minutes. She also gives the Board a day-to-day presence in the Town Hall. Joyce has greatly improved customer service and made it easier for Board members to communicate. In addition to the Planning Board Joyce has helped out the CPC, the Master Plan Committee.

Second, in October another milestone for the Board occurred when after a lengthy search and interview process, Ross Associates was placed under contract as the Planning Board's consulting engineer. Having an engineer under contract will bring greater consistency to the engineering review process and will simplify the billing procedures. Between the new personnel and the dedicated returning members the Board has a great team of hardworking public servants in place to tackle the challenges of plotting a course for the Town's future.

Subdivisions and Special Permits

The Planning Board had another busy year dealing with three (3) definitive subdivisions plans and six (6) Special Permits. In addition, the Board considered six (6) ANRs, ten (10) Bond Release requests, and held Public Hearings on three (3) proposed zoning changes.

Some of the projects / issues that drew the most public interest were:

- Special Permit for Carabbas Restaurant (Approved)
- Public Hearing for Definitive Subdivision Plan for Beaver Run Estates (In review as of 2/28/03)

In addition to this new activity, the Board has made a concerted effort to get developers to finish subdivisions already in progress. A review has been done, or is planned for all active subdivisions in Town. Through this process the Board has been able to get finish pavement completed on several streets, curbing installed, and general cleanups completed. Furthermore, a substantial roadway repairs was made on Anderson Way. To further limit residential growth the Board has worked with the Selectmen and Town Planner to update the Towns Growth Management By-Law. This revision should be presented to the May 2003 Town Meeting for approval.

Communication

The Planning Board has made efforts to keep the residents on the Town better informed. The Board took advantage of the Town web site and has been on-line since June. Like most Boards, we now have E-mail. Also, meeting minutes and agendas for all of calendar year 2002 meetings can be found on the Planning Board's Home Page. In addition, electronic versions of the Zoning By-Laws, Subdivision Rules and Regulations, and Planning Board Special Permit Rules and Regulations were generated. These documents are available to the public (free of charge) for download.

Master Plan

A major project that the Planning Board had considered in 2001, was the update of the Town's Master Plan. The Planning Board is required by State Statute to generate this Plan. Unfortunately, the process did not get started in 2001, but in June (of 2002) the Board held a Master Plan Forum. The purpose of this meeting was to bring the Town Government together and start the process of a long overdue update of the Town's Master Plan. This long-range (10 - 20 years into the future) comprehensive planning document deals with almost every aspect of life in Town. Tyngsborough has not revised its plan since the mid 1980's. As a result of this outstanding beginning the Planning Board and the Board of Selectmen worked together over the summer to create a 25 person Master Plan Committee that has been charged with updating the plan.

The Master Plan Committee's first meeting was at the end of September where it immediately began working to secure \$30,000 in funding from the State. The Northern Middlesex Council of Governments (NMCOG) was brought in to work with the Committee and help it through the Executive Order (EO) 418 application process. During this effort the Committee had to determine the assets and liabilities of our Community, and do a visioning process to define what the Town may look like in the future. This initial effort culminated (in December 2002) with the selection of a consultant to aid the Committee during the Master Plan generation process.

The Committee selected Brian Barber & Associates as its consultant for the Master Plan Project. This firm will do the EO 418 portion of the project as well as the remaining elements. In the coming year the residents of Town will be hearing much more about the Master Plan, as the Committee seeks input and presents progress. The Committee would like to have the Plan completed for the May 2004 Town meeting. An up-to-date Master Plan will make the Town eligible for various State monies. In addition, the document acts as a common policy tool that individual Boards and Committees can consult during their decision making process.

Working Together in a New Spirit of Cooperation

The Planning Board has made great strides to work more effectively with other Board and Committees in Town Government. We are jointly leading the Master Plan Committee with the Selectmen. In addition, the two Boards have actively reviewed subdivision issues and the Westford Road construction project.

The Planning Board, Conservation Commission and Town Planner have worked closely on the Beaver Run Subdivision review, coordinating the engineering review process with a single engineering firm. Finally, Planning Board members continue to be active in Committees like the Community Preservation Committee, and the recently completed Open Space and Recreation Plan update Committee.

The Future

The Planning Board has accomplished much in 2002, but there is still work to be done. The Board needs to be ever vigilant to ensure developers are held accountable, and that development (both industrial and residential) is managed to the highest standards. During the next year the Board plans to start a review of the Subdivision Rules and Regulations. This document has not been revised since 1988 and is long overdue for an update.

The Master Plan process will continue, with the Planning Board taking a lead role in its development. The Master Plan Committee has shown that a diverse group of individuals can work together to make this important project a reality for our Town. The Planning Board is specially looking forward to public input to the Plan during the next year.

Finally, the Planning Board will continue to improve working procedures with the rest of Town government. The Board also wants to develop a stronger relationship with the Northern Middlesex Council of Governments (NMCOG). NMCOG is a regional planning authority that serves Lowell and its surrounding communities. They have a tremendous wealth of resources and experience that can aid the Planning Board.

Respectfully Submitted by: Mark H. Pease

Master Plan Committee

Committee Members:

Mark Pease, Co-Chairman
Peter Nicosia, Co-Vice Chairman
Jacqueline Schnackertz, Clerk
Linda Bown, Citizen At Large
Mary Calandrella, Historical Commission
Rick DeLeo, School Committee
Rick Flanagan, Highway Department
Lucy Gertz, Conservation
Tom Ives, Tyngsborough Water District
Chris Mechalides, Zoning Board of Appeals
Eric Spear, Library
Darryl Wickens, Citizen At Large

Rich Lemoine, Co-Chairman
Martin Betz, Co-Vice Chairman
Jim Bither, Citizen At Large
Rich Burrows, Police Department
Elizabeth Coughlin, CPC
Carol Devanney, Board of Health
George Geisenhainer, Citizen At Large
Jeff Hannaford, Sewer Commission
Corliss Lambert, Capital Program Committee
Will Mercier, Fire Dept.
Doria Sylvester, Housing Authority
Denise Ziemiak, Finance Committee

Fellow citizens:

In June 2002 the Planning Board invited all departments in Town Government to attend a Master Plan forum. This meeting served to kickoff the process of updating the Town's Master Plan. From this beginning, the Planning Board and Board of Selectmen worked together to form a Master Plan Committee. This diverse group of twenty five individuals has been charged with generating this long term planning document called the Master Plan.

The Master Plan Committee consists of representatives of the Board of Selectmen (2), Planning Board (2), Board of Health, Conservation Committee, Finance Committee, Zoning Board of Appeals, Historical Commission, Tyngsborough Water District, Capital Program Committee, Housing Authority, Recreation Committee, Highway Department, Sewer Commission, School Committee, Police Department, Community Preservation Committee, Fire Department, and Library along with five citizens at large.

The Master Plan Committee held its first meeting in September of 2002 and immediately began taking steps in developing an updated Master Plan. The Committee first secured funding from the Executive Order (EO) 418 program. EO 418 was issued in January 2000, by then Governor Paul Cellucci, making up to \$30,000 available to all communities in the Commonwealth for planning services. These funds allow cities and towns to create a community development plan which would address housing, economic development, open space, and transportation. While EO 418 funds cover only about half of the cost of the Master Plan requirements, the Committee felt this would get the process off to a good start. A portion of funds available under EO 418 were utilized to hire the Northern Middlesex Council of Governments (NMCOG) consultants to assist the Committee in developing a scope of services and undergo a visioning and goal setting process.

As of year end, the Committee has submitted the scope of services to the State for approval. In late December, Brian Barber Associates was chosen to assist the Committee in preparing the complex Master Plan document. The Committee looks forward to working with Brian, his team, and the citizens of Tyngsborough over the next year and a half in developing the comprehensive Master Plan. Once completed, this document will be used as a guide for future planning and development in Town.

For further information please contact Mark Whitehead, Director of Planning and Community Development at 978-649-2300 x109.

Zoning Board of Appeals

Members:

Eileen Farrell, Chair
Robert Arsenault, resigned
Chris Mechalides
Gary Ralls

Robb Kydd, Clerk
Claire Cloutier
John O'Gorman, alternate, resigned
Joanne Shifres, resigned

Secretary: Linda Drane

Phone: (978) 649-2300, x112

Email: lindad@tyngsboroughmass.com

The 2002 Zoning Board of Appeals has conducted an enormous number of hearings in the past year due to the extensive multiple hearings for each Chapter 40B affordable housing application. In addition, the Board held regular hearings for zoning variances, special permits and appeals of the Building Commissioner's decisions.

Highlights of the proceedings include:

- Chapter 40B Affordable Housing Proceedings – applications approved:
 - Merrimac Landing Realty Trust, 144 rental apartments.
 - Maple Ridge Real Estate Development Corporations, 72 age-restricted dwelling units and 32 single-family dwellings.
- Chapter 40B Affordable Housing Proceedings – applications denied:
 - Massapoag Height Real Estate Development, 32 single-family dwellings
 - East Homes Trust, 16 dwelling units in 4 buildings
- Chapter 40B Affordable Housing Proceedings – still pending:
 - Tyngsborough Partnership, LLC/Wyndbrook

The Board experienced a change in membership in the later portion of the year with the resignations of alternate member John O'Gorman and full members Joanne Shifres and Bob Arsenault. Each of them is due much thanks and appreciation for their service to the town and each will be missed. Alternate members Claire Cloutier and Chris Mechalides were appointed to full membership by the Board of Selectmen on December 2nd.

The Board of Appeals meets on the fourth Thursday of each month at 6:30 PM in the community room at town hall. The Board was fortunate to have volunteers tape a portion of the year's meetings and is always looking for volunteers to assist them in this capacity.

The coming year should be less hectic than the last as the Town has met its commitment of over 10% affordable housing.

Submitted by: Eileen Farrell, Chair

Department of Planning and Community Development

Director: Mark Whitehead, AICP
Conservation Agent: Lori Capone
Clerk: Gloria Clancy

Phone: (978) 649-2300 x109
Email: planner@tyngsboroughmass.com

The Department of Planning and Community Development had a very active year working on a diverse range of projects in addition to providing compliance review services to the Planning Board, Conservation Commission, Zoning Board of Appeals and Board of Selectmen. The Department consists of the Planning and Community Development office and the Conservation Commission staff.

In 2003, the Department was asked to coordinate the review of the 40B affordable housing projects. Working with the ZBA, five 40B projects totaling 527 units were processed. Two projects, Maple Ridge and Merrimac Landing were approved by ZBA. Two projects, Massapoag and Whispering Pines, were denied. Wynbrook is still pending before the ZBA. The approvals put the town at the 10% total needed to gain local control over such projects. The town was certified under Executive Order 418 this year for its efforts towards affordable housing making it eligible for certain state grants. In addition the Department is coordinating the Master Plan process that includes \$30,000 for community development planning under the EO 418 program. The Department also participated in the development of an affordable housing plan by the Board of Selectmen and Tyngsborough Housing Authority.

Other 2002 accomplishments included completion of the Open Space and Recreation Plan Update, completion of the Comprehensive Inventory of Historic Places, submission of the Old Town Hall for the National Register of Historic Places, and completion of the parcel data for our Geographic Information System. Successful grants included a \$5000 MassReleaf grant for planting trees at the Sherburne property and the new elementary school, a \$99,000 grant for an open space parcel through the Rt3 project, a \$20,000 Lakes and Ponds Grant to study Lake Mascuppic, and a \$11,000 grant for GIS through the Northern Middlesex Council of Governments. The Department aided the Conservation Commission and the Forest and Trails Subcommittee in the grand opening of the Sherburne property trail system, and the donation of the 72-acre Shady Glade open space parcel. The Department also assisted the Conservation Commission on the revision of the Town's Wetlands Bylaw.

Throughout the year, transportation issues have been a major part of the Department's work. The Department has been the Town's representative to the Northern Middlesex Council of Governments, the Route 3 Project Advisory Committee, the repair of the existing bridge project, the commuter rail project, and the new bridge study.

The Conservation Commission was busy as well with 50 Orders of Condition, 6 Amended Orders, 12 determinations, 19 Certificates of Compliance, 2 emergency permits, 1 enforcement order and 51 agent determinations. Conservation Agent Lori Capone has worked with a consultant on the Lakes and Pond grant that is studying the problems on Lake Mascuppic and to help address the EPA's Phase II storm water requirements due in 2003.

Submitted by: Mark Whitehead, Director of Planning and Community Development

Community Preservation Committee

Members: (as of 02/28/03)

Elizabeth A. Coughlin – Chairperson
Augustus C. Skamarycz – Secretary
Richard Lemoine (Housing Authority)
A. Michael Moran (Conservation Commission)
Christopher Smallis

Mark H. Pease – Vice Chair (Planning Board)
Linda L. Bibeau - Treasurer (Finance Committee)
Anthony Saracco (Recreation Committee)
Donald B. Singleton (Historic Commission)

Past Members:

Fred Russell, May '02
Steve O'Riorden, resigned Oct '02
Robert Cole, resigned Dec '02

Denise Ziemiak, resigned June '02
Richard Choate, resigned Oct '02

The Community Preservation Act in Tyngsborough

The Community Preservation Act (CPA) was passed in Tyngsborough in May 2001. The Act requires that a Committee be formed to investigate the preservation needs of the community and make recommendations to Town Meeting for use of CPA funds. CPA monies are raised by a community-wide real estate property surcharge (of up to 3%). The State also provides matching funds of up to 100% of what the Town raises. Tyngsborough passed the Act at the maximum 3% surcharge level and the State matched this money dollar for dollar in FY 2002.

In FY 2002, between Town and State contributions the Tyngsborough CPA fund accrued approximately \$450,000. The funds must be spent in three areas, Open Space, Historic Preservation, and Affordable Housing. At least 10% of the monies must be spent on each of the three categories. The Act also allows for the Committee to recommend that up to 5% of the funds be used for an administrative budget. The remaining 65% can be put toward any combination of the three. The CPC evaluates proposals and makes recommendations to the Town. Before CPA funds can be spent the Committees recommendations require Town Meeting approval.

The Tyngsborough CPC has been meeting since December 2001 and has worked diligently studying the Community Preservation needs and resources of the Town. On of the first things the Committee did was to generate a mission statement. Next, the CPC met with other Town Boards whose efforts dealt with our three core areas of interest (i.e. Housing Partnership / Housing Authority for Affordable Housing, Historical Commission for Historic Preservation, and the Conservation Commission for Open Space preservation).

One of the first projects that the CPC got involved with was the restoration efforts for the Old Town Hall. The Committee toured the building in during early 2002, and also tried, without success, to expedite the registration of the building to the National Historic Register. Once registered, other planning / restoration funding sources become available.

In addition, to Historic Preservation the CPC has also done an extensive review of the Open Space areas in Town. The Committee took special interest in those properties already under the protection of Chapter 61 (Forest, Agriculture, and Recreation). In addition, the CPC is consistently looking for Open Space that is under threat of development. Several excellent Open Space projects have been (or are being) review by the Committee. These include:

- Ruth Norton Property (17.5 acres with frontage on the Merrimack River, abuts 20 acres of Hunter Property already owned by the Town)
- Massapoag (34 acres site of proposed 40B affordable housing development, land is part of Petapowag Area of critical Environmental Concern)
- Chisholm Property (12-13 acres, former mink farm, just north of Town Hall).

Through the Fall of 2002 the CPC began to formulate recommendations for the May '03 Town Meeting. The CPC held a Public Informational Hearing on 17 December 2002 and received valuable input from concerned citizens. Furthermore, the CPC has used the Town Web-Site to keep the Community informed. Minutes from all meetings are posted on the CPC home page. The Committee has also put out several press releases concerning its activity.

In Early 2003 a Recommendations and Financial Plan was finalized and approved at the CPCs 21 January 2003 meeting. This plan was presented to the Board of Selectmen on February 3, 2003. The recommendations presented would spend the monies raised in FY 2002 (1 July 2001 to 30 June 2002, State match received in October 2002). The Committee hopes that the following recommendation will be received favorably by the Town at the May 2003 Town Meeting.

Historic Preservation

Historic Hand Drawn Map

The map restoration project was brought to the CPC by Tyngsborough Library Director, Carol Bacon. The map, described as the oldest hand-drawn map of Tyngsborough known to exist, was found in the old Town Library during the move to the new Library. The map measures 33 x 50 inches, and was drawn sometime between 1892 and 1931. It is considered unique because it shows buildings and homes as well as roadways. Ms. Bacon said that if the map were left in its present condition acids in the paper would eventually cause further degradation until it was all but destroyed. After restoration the map (if kept out of direct sunlight) will virtually last forever. The total cost to restore the map and laminate it in a protective plastic cover is \$1,160.

Old Town Hall Restoration

Since the new Town Hall was opened in 1998, the Old Town Hall has been unoccupied. The Historical Commission has been trying to restore the building, but their efforts have been limited by a lack of funding. One of the first things the CPC did when it began meeting was to tour the Old Town Hall. Committee members agreed that the building was worth saving.

The CPC also realized that the building needed to be on the National Historic Register. Once registered, other funding sources become available. The CPC has tried to expedite the registration process and bring awareness to the project. Historic Registration of the building is underway, and should be completed sometime in 2003. The restoration efforts also fit into the Towns evolving Master Plan that seeks to revitalize the Town center. Restoration of the Old Town hall would be an excellent start to this goal.

The CPC voted \$44,000 to the project. This money will allow the Historic Commission to pick up the pace of the restoration effort. On the top of the priority list will be repair of the heating system and windows. It can also be used as a matching funding when applying for restoration grants. The CPC will periodically review the progress of the project and has the ability to recommend more funding at the Fall 2003 Town Meeting. Cost for the complete restoration has been estimated at \$200,000.

Affordable Housing

Tyngsborough Community Housing Partnership

The Tyngsborough Community Housing Partnership (TCHP) is a not-for-profit organization that has been tasked with helping the Town deal with the need for affordable housing. The recent spate of 40B affordable housing projects to hit the Town has made everyone aware of the consequences of ignoring this issue.

The CPC has had several meetings with the TCHP, reviewing their By-laws and Mission Statement. In addition, the CPC aided in the review of the recently completed Affordable Housing Comprehensive Plan submitted to the State by the TCHP. The TCHP has plans for several programs to promote affordable housing in the Town. These include:

- First time home buyers assistance program.
- Rental assistance program.
- Purchase of property for use as affordable housing development.
- Community educational regarding affordable housing programs.

The CPC voted to reserve the affordable housing 10% set-aside (to the TCHP) for these programs. The 10% equates to about \$45,000. The CPC intends to maintain close contact with the TCHP and is looking forward to additional projects in this area.

Open Space

Norton Property

The CPC has reached a purchase agreement with the owners of 17.5 acres of land with frontage (500 feet) along the Merrimack River. This land, known as the Norton property, abuts 22 acres of riverfront open space already owned by the Town. The \$350,000 purchase price includes an acknowledgement of Ruth Norton, her land stewardship and her wishes to protect her land from development.

Some members of the CPC have visited a similarly positioned parcel in North Chelmsford (the Southwell Field area) which is used for active recreation. The CPC realizes that a Resource Management Plan is needed for optimum utilization of this strikingly beautiful open space. Ideally suited for cross-country skiing and snowshoeing during the winter months; spring, summer and autumn each provide unique open space opportunities. This location along the Merrimack, at the Horseshoe Bend, is where Henry David Thoreau routinely stopped during canoe trips. This purchase also fits into goals of the Towns Master Plan in that it could provide greater recreational access to the Merrimack River. CPC Chair E. Coughlin, and Vice Chair M. Pease are also on the Master Plan Committee and have kept the CPC informed as the Goals of the Plan have been defined.

The CPC has prioritized the acquisition of open space proposals. The CPC has focused on properties already protected (i.e. Chapter 61) or most in danger of development. Before a purchase agreement was reached with the owners, the property was on the market as a building lot with a \$500,000 price tag. The CPC also plans to acknowledge the late Ruth Norton and her wishes to keep the land free from development.

Administrative Budget

The CPA allows the Committee to request an administrative budget of up to 5% of the monies raised. Because of the fiscal crisis at all levels of State and Local Government the Committee decided to request a budget from funds already raised rather than a new appropriation. The CPC is requesting \$13,000 for an administrative budget (about 2.9% of the FY 2002 monies raised).

The CPC has discussed using the administrative budget to retain a Clerk, and to pay for office supplies and advertising. In addition, these funds can be used for appraisals and environmental site assessments. These documents are helpful when evaluating Open Space projects.

Finally, the Committee would like to start a Community Preservation Plan. This document would provide a more comprehensive assessment of the Community Preservation needs and resources of the Town. It would include things like potential archeological sites. The Plan would provide both short and long range goals for the Committee that are in line with those of the Town.

Other Projects and Funding Sources

The CPC is in the process of considering several other projects. Two of these proposals are large Open Space acquisitions. Unfortunately, the CPC has limited funds with which to act. The CPC is actively seeking groups to partner with for these open space purchases. The Trust for Public Land, Merrimack River Watershed Council, and the Route 3 Wetlands Mitigation Grant program have all received the request in a positive manner. In the event that partnering is available or if suitable agreements can be reached with the property owners the CPC has the option of bringing other recommendations to the Spring 2003 Town Meeting.

Submitted by: Mark Pease, Vice Chair

Board of Library Trustees

Trustees:

William E. Lekas, Chair	Connie Dubois, Vice Chair
Ann Marie Conant, Secretary	Jon Terry Babineau
Jean Jacoppi	Eric Spear

During 2002, the Board of Trustees continued to strive to recognize and provide for the needs of its constituency. It has also reviewed its role as the policy-making body of the library. Areas that reflect these activities were the Board's continued support of the library's circulation technology, the recycling of materials donated to the library, and the updating of the Board's role in evaluating the effectiveness of the services provided. In each area, the Board of Trustees recognizes the importance of support from individuals and other town boards that represent our community.

At this time, we specifically recognize the Friends of the Library with sincere and grateful appreciation.

The Board of Trustee is cognizant of the library's history of providing patrons an opportunity to explore the world. It is also mindful of the challenges placed on public venues. It is our hope that we will continue to maintain a relevant repository of information that the citizenry can access in a safe, free and public setting.

As this year passes, the Board of Trustees is looking forward to the 125th anniversary of the library. It will be time for the many who have supported the library in the past to gather once again. It will also be a time for those who wish to explore and begin a new era.

In this spirit, we extend a sincere thank you to Donna Donnelly for her term of service as a trustee and Chair of the Board.

Library Director

Director: Carol Bacon

Phone: (978) 649-7361

Website: www.tynglib.org

The past year has been unprecedented in the amount of use at the Tyngsborough Public Library. We have increased the materials circulation by 5% and the number of people using the Internet access computers by 50%. As is usual during uncertain financial times, the Library has become an even more important part of the services provided by the Town.

We have reached over 81,800 items circulated for the first time. That amounts to almost 8 items per capita for the Town for the year. Our increase in materials added to the Library has been over 6,200, and we have increased our non-resident circulation by 12%. Membership in the Merrimack Valley Library Consortium has allowed us to borrow 6,266 items from other libraries for our patrons, as well as to lend 8,840 of our materials to other libraries. These numbers are 60% and 81% increases respectively over last year.

As always, we are grateful to the Friends of the Library for their help and support. The Friends have purchased new storage furniture for the Special Collections room and a listening station for using audio materials in the library. They have also purchased children's books, supported our Story Times all year, and provided materials and support for the Summer Reading Programs. We would not be able to do many of our programs without the valuable support of the Friends of the Library.

We also have many volunteers who do special and general projects for us. Many young adults give time to keep the Children's Room functioning and to help out with Children's programs. We also have adult volunteers who work all year on projects that allow us to maintain files on the history of the Town and to make using our materials easier for the staff shelving them and the public using them. We thank them for their many hours of dedicated service.

Assistant Director Terri Ducharme maintains our web site at www.tynglib.org. Current hours, upcoming programs, contact information and links to a variety of library sites can be found there. The MVLC site that contains the materials, community service and research databases can be accessed from home at www.mvlc.org.

Many of the state and region research databases were cut in November and December due to state budget cuts. Many of the items left have been partially funded by local libraries, but the connection to the Internet that connects all the libraries in the Merrimack Valley will now be funded totally by the local libraries due to an almost complete wipeout of telecommunications funds by the state. There are notices posted on the MVLC and Board of Library Commissioners web sites that detail what has been removed from the sites due to funding problems. The BLC can be found at www.mlin.lib.ma.us. The local libraries have taken the brunt of cuts in State, Regional, Consortia and local funds to the point of barely scraping by in a fiscally uncertain time when libraries are being used more than ever.

Historical Commission

Commission Members:

Marie R. Lambert, Chair
Richard H. Choate
Therese Gay
Donald B. Singleton

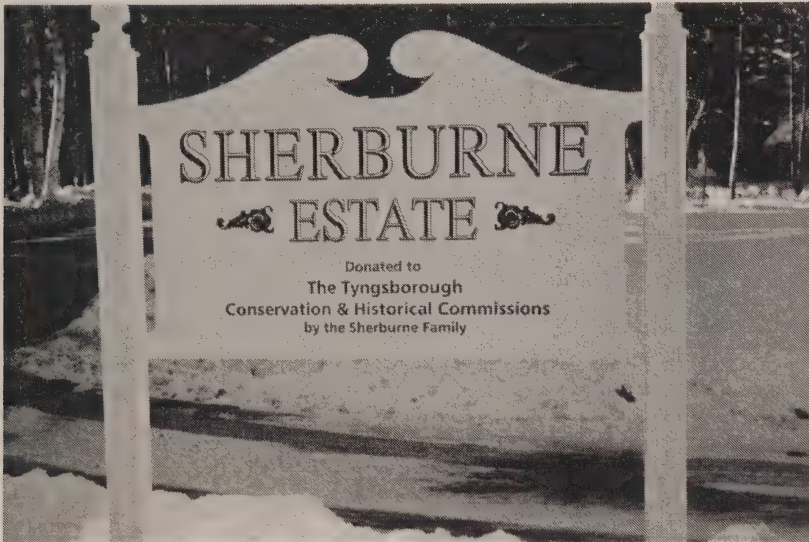
Mary Calandrella
David Coles
Herbert F. Morton
Rodney J. Wood

The Commission's goal of restoring the old town hall has remained a priority, and funding for the project has remained a problem. Application for having the old town hall entered on the State's Historic Registry has been submitted and we are awaiting acceptance.

In addition to listing the old town hall with the State, we are currently working on applications to have the now vacant Winslow School listed on the Historic Registry as well as the Littlefield Library Museum. We hope to acquire both state and federal funding for renovations once the applications have been accepted.

The Sherburne house and property located on Colburn Road is continuing with renovations. Handicap accessible entrance ramps and bathrooms are currently in progress. Work on the building is about 60% complete.

Submitted by: Herbert Morton



The Sherburne Estate

Tyngsborough Public Schools Superintendent's Office

Superintendent: David J. Hawkins

Location: 50 Norris Road
Phone: (978) 649-7488
Fax: (978) 649-7199

Dear Community Members,

In the early seventies, the Congress of the United States passed landmark civil rights legislation modeled after Massachusetts Chapter 766 Special Education Laws. That new Federal Law, known as 94-142, was simple in its presentation and crafted to insure that every child, regardless of their identified handicap, would be entitled to a free and appropriate education. In the thirty years since its inception, the Special Education laws have been subjected to court interpretations and the regulatory pen. At times, the Special Education Laws may seem controversial and the cost in complying with the mandates may seem excessive. In spite of these concerns, Special Education has become a driving force in American public schools. Public schools today are better places for all children than they were before federal intervention.

Massachusetts was again in the forefront when the Federal Government enacted new educational legislation in the fall of 2001. Modeled after the Massachusetts Education Reform Act of 1993, the new federal legislation known as No Child Left Behind (NCLB) will have as significant an impact on Public Education as did Special Education Legislation. The early step toward implementation of NCLB will occur within the next few months when public schools across the country will be issuing their first "report card". This report card will provide you with detailed information on your school district's academic progress, certification status of your children's teachers and your rights of choice if your children's school fails to meet an adequate yearly progress goal. In time, No Child Left Behind will improve the quality of programming and instruction for all children. Full implementation, projected for the year 2014, will be difficult, expensive and change the nature of how schools presently operate. I am confident in reporting to you that your school system is well on its way in meeting these early benchmarks. We will continue our efforts to improve the quality of our programming that established the reputation of this school system as one of excellence, compassion and fairness to all.

It has been a tremendously successful year and I remain proud of the district's achievements and grateful to the community for your generosity and continued faith and support to our efforts and ideas. In closing, I remind you that your schools are here to serve you and your children. If you have a question or concern please call your child's school. Don't allow yourself to be swept up in complacency or the rumor mill. If what you are hearing doesn't make sense or seems a little odd, don't hesitate, call the school and get an explanation.

Tyngsborough Public Schools High School

Principal: Donald Ciampa
Assistant Principal: Michael Flanagan

Location: 36 Norris Road
Phone: (978) 649-7571; (978) 649-9554

To The Citizens of Tyngsborough:

During the 2002 – 2003 academic year, we have continued many of the fine traditions established here at Tyngsborough High School. We have expanded our programs of studies, we had successful athletic seasons, and have offered wonderful community events including Homecoming, our Christmas "Adopt a Family" program and Christmas concert. Our community education program includes evening adult education, MCAS support programs and summer school.

The New England Association of Schools and Colleges will visit our high school in March of 2004. During this school year, we have prepared for the visit by beginning a comprehensive needs assessment, which included parental, student and staff surveys. Sub committees were established to review and assess all facets of the school and its' operation. These committees then adopted the following mission statement:

The Tyngsborough High School community cooperatively works to educate all students to their academic potential, to promote a safe, challenging, diverse, and compassionate environment, to cultivate civic responsibility, to foster creativity and be committed to excellence.

We are proud to be one of only a few high schools in the state of Massachusetts to have 100% of our graduating class of 2003 successfully completing the MCAS requirement. We are also extremely proud to announce that as of this letter, 99.6% of the graduating class of 2004 has also successfully completed the MCAS requirement. Our Guidance department has processed a record number of college applications this year. Our students continue to receive national recognition for Advanced Placement test scores, U.S. First Robotics competition, and electronic virtual high school program. We would like to thank the entire community for their support with our graduating scholarship efforts, especially those of the Tyngsborough Scholarship Trust Fund.

The growth of the town will continue to tax the building and grounds of this facility. Our athletic programs, as well as those of the Middle School will need improved fields, a field house and bleachers, and improved strength and conditioning equipment. We are proud to announce the establishment of the Tyngsborough High School Athletic Hall of Fame, the first class will be inducted during Homecoming week next year.

We would like to invite all of you to join us this Spring for a variety of events including the Top Ten Breakfast, the National Honor Society Induction, the Pre - Prom Ceremonies, the Tiger Pride Night and most importantly, Graduation for the class of 2003.

Tyngsborough Public Schools Middle School

Principal: Jeffrey C. Riley

Location: 50 Norris Road
Phone: (978) 649-3115

Dear Citizens:

The Tyngsborough Middle School opened officially in September of this year for students in grades six through eight. Many hands, from parents and faculty, to the community at large, worked long hours over the previous 18 months to bring this school into existence. For this help we say THANK YOU! Your efforts have enabled us to bring a high quality, middle school program to our students that combines solid academics with exciting extracurricular activities.

Each year students are placed on teams within their grade level. These small learning communities are set-up so that students are well known by their teachers. As a result, students are able to receive rigorous and challenging instruction matched to their individual needs.

In the classroom, our teachers work hard to bring exciting, hands-on lessons which align to state standards to our students. Although most of our faculty already hold advanced degrees, they are constantly working to improve their craft. Thus, all of our teachers take additional courses, workshops and seminars to build on their knowledge base.

The Tyngsborough Middle School also provides an array of extracurricular opportunities for our students. At any time during the year, our students can be seen performing Broadway productions, reporting for our school newspaper, mountain bike riding on trails, Dancing in Step, preparing for dances in our social committee, repairing and rebuilding computers, taking photos for our yearbook, cheering in cheerleading and challenging each other in chess club. We believe that each of these opportunities enhance the overall development of our students.

We are also fortunate enough to be one of the few middle schools in the state with an active athletic program. We offer football, field hockey, basketball, ice hockey, track and softball. All of our clubs and sports help to develop a sense of school spirit and a sense of community in our students.



Students enjoy the new playscapes installed at the Elementary School.

Tyngsborough Public Schools Elementary School

Principal: Phyllis A. Souders

Location: 205 Westford Road

Phone: (978) 649-1990

Fax: (978) 649-2004

To the Citizens of Tyngsborough,

We have all, no doubt, heard the expression that time passes more rapidly as we get older. While we know that this is not the case, the last year has certainly slipped away very quickly. Last March students and staff from the Winslow, Lakeview and Norris Road Elementary Schools were transitioned to the new Tyngsborough Elementary School. While the excitement associated with the move has gradually declined, our determination to define our own identity and school culture is beginning to emerge. Within our bright, cheerful and spacious new surroundings, we have devoted the last year to getting acquainted, developing a common set of goals and determining our vision for the future.

Another turning point within the last year was the closing of the Winslow School, a building that has proudly stood as this town's cornerstone of education for over one hundred years. The sadness of its closing was coupled with the excitement of opening the former Lakeview School as the Tyngsborough Early Childhood Center. During its first year, the TECC has continued to provide a variety of alternatives for parents of young children. In January, the Center scheduled an Early Childhood Fair at which community members gleaned information relative to program offerings and community activities for young children. As we continue to address the needs of our youngest students, the Early Childhood Center envisions an environment where the many needs of parents and children are met through creative programming, workshops for parents, and before and after school care.

In our efforts to develop a sense of identity as both the TES and the TECC, we have expanded the use of a formal Code of Conduct for all students, introduced a uniform mid-term progress report for the upper grades and developed procedures for identifying students who may need additional services or accommodations. A committee, created in February and comprised of parents and staff, is investigating the design of a standards-based report card, which will correlate to State Frameworks and grade level benchmarks. Curriculum instruction and staff development, at both schools, continue to be the focus of this administration.

We appreciate the continuous efforts of the School Council, the PTO and the many volunteers who devote so much time and effort on our behalf. Their constant support and assistance enriches the educational environment and enhances instructional opportunities for all students through a variety of in-house and off site experiences. To the members of the TES Playground Committee, our gratitude is boundless. The playscapes will provide many years of enjoyment for our present student population and the many children who will attend the TES in the future.

In closing, we thank the community for supporting the many initiatives that have brought such change to our schools. As educators, we remain committed to providing an education second to none while striving to meet the challenges of each new day. We invite you to continue your involvement in educating today's children and tomorrow's leaders.

Tyngsborough Public Schools Special Education

Administrator: Diane Pelletier

Location: 50 Norris Road
Phone: (978) 649-7488
Fax: (978) 649-7199

Dear Citizens,

The Special Education Department of Tyngsborough Public Schools presently serves approximately 11.5% of the student population. We have been able to maintain percentages lower than state averages through the following:

- The strength of our staff development program
- Increased consultant capacity
- The receipt of additional funding and staff through the award of competitive state grants
- And most importantly, the general commitment from the community and staff that all students will achieve in our community schools

The additional supports that are provided to our special education students also provide supports to all students in the classroom. Occupational therapists, speech and language pathologists, and physical therapists, provide services within the general education classroom. Special education teachers work in concert with general educators to work in co-teaching and team teaching models.

Two years ago, Tyngsborough was awarded an assistive technology grant from the state. Following a year of training for seven staff members, we have assembled a team capable of assessing individual student needs with regard to assistive technology in the classroom. The P.A.C.E. (Pathways to Accessing Curriculum in Education) Team works with parents, students and teachers to develop low, medium and high tech solutions for students requiring assistance in accessing all facets of the school curriculum.

This past year, Tyngsborough was awarded a grant entitled Exploring the Options for Children with Autism. This grant provides an educational specialist to the schools, staff development and additional consultation services. Children who have been diagnosed with Autism Spectrum Disorder require very specialized instruction and services. This grant is designed to help build greater district-wide capacity to insure better service for these students and other students with and without disabilities.

Beyond the competitive grant awards, Tyngsborough continues to receive state and federal special education grants to fund staff development, consultation, and early childhood programs. These funds help to extend the local budget and assist in continuing to provide quality programming for all students.

Greater Lowell Technical High School

Committee Members:

Lowell: Michael J. Hayden	December 2005
David C. Laferriere	December 2003
George W. O'Hare	December 2005
Ralf R. Hogan	December 2003

Dracut: Dennis J. Deeb II	May 2003
Brian J. Martin	May 2005

Tyngsboro: Janice Kierce	May 2003
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Dunstable: David E. Tully	May 2003
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Superintendent: Sheila A. Herbert
Assistant Superintendent/Business: Francis J. Antonelli

Location: 250 Pawtucket Boulevard
Phone: (978) 454-5411
Fax: (978) 454-3453

The Greater Lowell Technical High School Committee meets in the Administrative Office (Room 2260) at the school, 250 Pawtucket Boulevard, Tyngsborough, MA. Meetings are public and district residents are welcome to attend. Regular meetings are videotaped and copies of videotapes are made available to district communities for rebroadcast on local access cable television stations.

At the January 17, 2002 meeting of the Greater Lowell Technical School Committee, Guidance Director Manny Manolopolous informed the committee that he received 877 applicants for the 550 openings for the 2002-2003 school year, representing a 7% increase from last year.

In January, the committee agreed on dates for meetings for the remainder of the school year. The dates are as follows: February 12th, March 14th, April 11th, May 9th, and June 13th. Superintendent Herbert informed the committee that an academic support grant had been received in the amount of \$40, 200, and it would be used to assist students in performing better on the upcoming MCAS tests and retests.

On January 24th, Latoyia Foster, a news reporter and anchor for ATT Broadband, visited Eleni Zohdi's Senior Fashion Technology class and Danna Mastrovito's Junior Related Fashion Technology class, in order to video tape students working on projects. One of the projects included the designing of a shawl to be donated to Ms. Massachusetts, USA, Latoyia Foster.

On February 1, 2002 Greater Lowell participated in the City of Lowell's 2nd Annual Winterfest celebration. Our culinary students and staff entered the "Hot Soup Bowl" competition and Greater Lowell Technical School fielded two teams in the Human Dogsled Competition.

At the February 12, 2002 meeting of the Greater Lowell Technical School Committee, Ms. Herbert informed the committee that a total of ten Boston Globe Scholastic Art Awards had been won by Greater Lowell Students.

At the same meeting, the committee voted to approve Superintendent Herbert's recommendation that a positions with regards to substitute coverage be established and be utilized for the remainder of the school year.

At the February meeting, Assistant Superintendent for Business, Frank Antonelli, reviewed the findings of the company that had been engaged to provide an independent financial audit for FY2001. Mr. Antoneeli highlighted three areas of the report: the financial state, the balance sheet and the management report. There were no comments made to improve the operations in the internal controls of the district and there were no fiscal findings in the grants that were audited.

The month of March opened with Bob Fedorchuck and the staff in the Automotive Department received recertification from the National Institute for Automotive Service Excellence. In order to be recertified, the Automotive Department had to meet the criteria for certification in eight areas, making the school's high quality Automotive Training Program more valuable than ever.

During the month of March, several graphic arts students submitted winning designs in the Coalition for a Better Acre Logo Contest. The winners included: Chhoeun Proum, first place; Haley Dodge, second place; and the team of Matthew Fernandez and Juan Rivera, third place. Each of the students received a savings bond.

On March 2nd, the admission examination was held for area eighth graders wishing to be considered for admission to Greater Lowell Technical High School in September 2002. The exam was administered between the hours of 9 – 11:30 AM.

On March 5th, the Greater Lowell Technical High School hosted the 2002 Massachusetts VICA District competition. Gold medals were won in the Tech Prep Showcase by the team of Renee Bosivert (grade 10), Jared Langlois (grade 12), and Rob Paquette (grade 12). Candace Barry (grade 12) and Jesus Colon (grade 12) won a gold medal for Promotional Bulletin Board Display. Jesus Colon won the State T-shirt Design Contest and National Trading Pin Design Contest. These students went on to National in Kansas City in June.

March 10 –12, the Massachusetts DECA State Career Development Conference was held at the Sheraton Ferncroft in Danvers, MA. Some of the conference highlights included:

The presentation of the 2002 DECA Spirit trophy to Greater Lowell Technical High School. Greater Lowell won this award for demonstrating outstanding DECA spirit, participation and teamwork throughout the conference. In addition, top 10 plaques were presented to: Kristin Anderson and Tiffany DePonte for Hospitality Team Decision Making; Jill Fetzner and Suzanne Gelarderes for Advertising Campaign Event; Stephanie Lak, Sonia Silva and Krystle Sorbi individually for Fashion Promotion Plan.

Also, Greater Lowell Tech student Kristen Fearon was elected as a Massachusetts State Action Team Member.

At the March 14, 2002 meeting of the Greater Lowell Technical School Committee, Superintendent Herbert announced that the top 2 ranking students, Brain Lavoie and Kristine Fearon, were nominated as University Scholars at the University of Massachusetts. If they chose to attend, they would be given four full years of renewable scholarship tuition, if the required GPA was maintained.

At the same meeting, Ms. Herbert informed the committee that senior Joseph Tellier was nominated as Greater Lowell's Outstanding Vocational Technical School Student. Joseph was recognized for this achievement at the annual awards banquet sponsored by the Massachusetts Association of Vocational Administrators held at Mechanics Hall in Worcester on April 6, 2002.

Also in March, Mrs. Kathy Conole, Director of Curriculum and Instruction, gave the committee an update on MCAS scores and remedial programs. For the Class of 2003, 80% of the current 11th graders had successfully completed the requirements for English Language Arts and 54% had successfully completed the requirements for Math. It was announced that a number of remedial programs had been instituted to help students prepare for upcoming exams. Programs included: after school tutoring available four nights per week; evening individualized self-paced computer programs in Math; on-line MCAS preparation tutoring for every student that needed to take the test; Saturday programs from 8 AM – 12 PM were scheduled until the retest date in May, and an MCAS Remediation and Preparation Program during the April vacation.

Thanks to the tireless efforts of the students and staff, the school's 22nd Annual Superintendent's Diner, held on Thursday, March 21, 2002, was a resounding success. Business Leaders, Cooperative Education Employers, and supporters of the school were all in attendance as Kristopher Langan, a graduate of the Class of 2001, received the second payment of last year's Superintendent Diner Scholarship.

On March 22nd, 22 FBLA members attended the Competitive Events Conference at Mount Ida College. 10 of 22 students placed first, second and third in their respective events. Students Kerry Freeman, Brian Thompson, Matt Ouellette, Ryan McNeill, Kelly McLoughlin, Sheila Costa, James Wade, Donna Chanthavysouk, and Nicole Lavoie numbered among the winners.

On April 2nd, thirty-two of our students participated in Student Government Day in the City of Lowell. Under the direction of the student council advisor, Maureen Griffin, the students arrived at City Hall to the warm welcome of Mayor Rita Mercier. The students were paired with various department heads representing the major components of city government. The students were also given the opportunity to "shadow" officials for the day in order to learn about the inner working of a major city. For the students, the culminating experience was the City Council meeting held on Tuesday evening, where once again students shadowed City Counselors, the City Manager, the Clerk and various other officials. Students had the opportunity to conduct their own Council Meeting and propose various pieces of legislation.

On April 9th, seniors Jessica Santos and Rosemary Salazar, and junior Jessica Silva won 3rd place in the annual Bank Bowl, jointly sponsored by the Massachusetts School Bank Association and the Federal Reserve Bank. Eighteen schools throughout Massachusetts competed at the Federal Reserve Bank in Boston.

April 10-11, over 70 students from seven technical high schools competed in the 5th Annual Masonry Career Day at the Shriners' Auditorium in Wilmington. Greater Lowell students were awarded first, second and third place in the One Day Brick Competition. Winners included: first place, Matt Marr; second place, Anthony Lopez; and third place, Juan Bracetty.

At the April 11, 2002 meeting of the Greater Lowell Technical School Committee, Mrs. Kathy Conole presented a brief overview of the School Improvement Plan and the committee voted unanimously to accept the report. The committee voted to refer elements 3,5 and 6 of the School Improvement Plan to the Policy Sub-Committee for recommendation.

At the same meeting, the committee voted unanimously to accept the FY2003 budget as recommended by the Finance Warrant Sub-Committee.

Also in April, Superintendent Sheila Herbert gave the committee an update on MCAS and stated that Commissioner of Education, David Driscoll, had selected Greater Lowell Technical School as the site from which to release the state wide results of MCAS scores because last year's sophomore students at Greater Lowell made the most significant gains state wide.

On April 23rd, eight students from the Automotive Technology Department and two students from the Automotive Collision Department went through an intensive two-day training session as preparation for internships at local area automotive dealers. The training was coordinated by the Automotive Youth Educational System Program (AYES). The initial day of training focused the students on preparation for the workplace and involved films and activities in the area of handling emotions, working with adults, dealer expectations, and a psychological profile. On day two, technicians from the area attended a morning session focused on working with adolescents and on clarifying student expectations for mentors. In the afternoon, the mentors and students were able to share expectations and plan educational programs for the summer. The students began their internships in June at local auto dealerships and worked throughout the summer under the guidance of their mentors with periodic visits from the automotive staff.

During this time period, Greater Lowell Tech also received a donation from General Motors Corporation of twelve brand new General Motors engines. The engines were valued at \$3500 each and brought the total of donated equipment through the AYES Program to Greater Lowell Technical High School to approximately \$170,000.

Two entries were chosen as co-winners in the Tech Prep Brochure Contest. Ryan Quintal (grade 10) and the team of Matt Fernandez and Juan Rivera (grade 12) were chosen and both designs will be used next year.

In the month of May, seniors Derek Boland and Andy Silva competed in the finals of the Ford/AAA Automotive Competition. After qualifying for the finals in the written component, Derek and Andy competed against teams from nine other schools in the hands-on competition which was held at the Emerald Square Mall in Attleboro. All finalists were feted at a formal dinner and received shirts, jackets and other gifts.

On May 1st, our second Open House of the 2001/2002 school year was held. In conjunction with the Open House, an orientation session was conducted for all incoming 9th grade students and their parents. The purpose of this session was to review our academic and technical course selections, guidance services, discipline and attendance policies, grading procedures and interscholastic sports offerings.

At the May 14, 2002 meeting of the Greater Lowell Technical School Committee, Mr. Laferriere informed the committee that three veterans, Mr. Garabedian, Mr. Janeiro and Mr. Rondeau would be receiving their high school diplomas at commencement exercises on the evening of May 31. A fourth veteran, Mr. Miller, although unable to attend, would also receive his diploma. The diplomas of the veteran indicated that they were attendees at the Lowell Trade School. In addition, Superintendent Herbert introduced the top eleven students for the Class of 2002.

On May 16th, the 2002 National Honor Society induction ceremony was held in the Lecture Hall. The inductee's included: Seniors – Jesus Colon, Susan Gelarderes, Brian Lavoie, Corie Paquette, Robert Paquette II, Lisa Rondeau and Sarah Sek; Juniors – Glalcia Bettencourt, Kelly Caunter, Kerl Freeman, Shane Herbert, Phay Kim, Nicole Lavoie, Christine Marcil, Michelle Napier, Lisa Silva, Tonderai Tabaziba, Brian Thompson and Typhonie Ziminsky.

On May 19th, sophomores from the Medical Assistance Program, in conjunction with Lowell General Hospital, participated in the Annual Walk for Cancer. The students raised \$1,430 in donations, which will help cancer patients receive critical services, medications and nursing care. Joined by parents, staff and members of the junior class, the volunteers walked through the Highlands section, up the Rourke Bridge, and returned along the city's Riverwalk. It ended 6.8 miles later in the same location.

On May 30, 2002, the Administration and School Committee of Greater Lowell Technical School hosted a municipal diner for officials from the four district communities. Also invited were local state representatives and senators. Members of the Leadership Team reported on topics such as Finance and Operations, Technical Programs, Business Partnerships, Academic Programs, Student Activities, Student Services and Admissions. Superintendent Sheila Herbert thanked those in attendance for their support and vowed that with their continued help, our school would remain the premiere technical school in the Commonwealth.

On May 31st, our commencement exercises were held at Lowell Memorial Auditorium. Mr. Joseph Conceicao, a 1977 graduate and a 1987 Distinguished Alumni recipient, currently a self-employed sales representative in the electronics industry, served as our commencement speaker. In addition, this year at the graduation ceremony, Operation Recognitions was conducted. Four World War II veterans who left Lowell Trade School to enter the armed forces before graduation were awarded their diplomas.

On June 4th, Jesus Colon's design for the Welcome to Lowell Sign was selected by a panel of judges that included City Manager John Cox, Assistant City Manager Matt Coggins, Enterprise Bank CEO George Duncan and Lowell Businessman Mike Spinelli. Jesus' design incorporated the Mills, Canals, National Park, City Hall and the Tsongas Arena.

At the June 13, 2002 meeting of the Greater Lowell Technical School Committee, the committee voted to approve the 2002/2003 Teacher Handbook and the 2002/2003 Student Handbook.

June 24-28, in Kansas City KS, Greater Lowell students won a gold medal in the Skills USA/VICA National Leadership and Skills Conference. Team members Jarred Langlois, Renee Boisvert and Robert Paquette took top honors in the Tech Prep Showcase competition. The Promotional Bulletin Board entry designed by Jesus Colon and presented by Candice Barry placed 7th overall.

At the July 22, 2002 meeting of the Greater Lowell Technical School Committee, the committee voted, upon recommendation of Plant Services Manager James Foley, that the bid for partial roof replacement be awarded to Diversified Roofing Systems, Inc. of New Bedford, MA in the total amount of \$55,000.

Also at the July meeting, the committee voted to approve the early retirement proposal recommendations of the Superintendent and Assistant Superintendent, which included limiting the funding of replacement positions.

On July 30th, Greater Lowell Tech's Summer School Program concluded its 5th year. Sixty-eight students successfully completed both the attendance and academic requirements.

July 2002 also brought another successful Project Glass Program to Greater Lowell Tech. A total of 124 students participated in this project-based program which was comprised of 8 teams integrating academic and technical skills in the areas of electrical machine shop, graphics, culinary, fashion design, marketing and information processing. Students involved in the program included incoming ninth grade and current tenth grade students.

On August 6th, several Greater Lowell students were awarded scholarships at the Norma Lee Murphy Scholarship Award ceremony. The deserving group of young men and women included: Tracy Benoit, John Bitinas, Melissa Correia, Suzanne Gelarderes, Amanda McAneney, Ana Matos, Melissa Quinn, Magaruida Soares and Josph Tellier. Guidance Director Manny Manolopoulos presented the awards.

At the August 8, 2002 meeting of the Greater Lowell Technical School Committee, staff and students of the Carpentry Department were congratulated and thanked for the work they had done building a utility shed for the Dracut Housing Authority.

At the same meeting, the School Committee also approved the budget in the amount of \$423,754,821.00 as recommended by the Assistant Superintendent for Business.

On August 26th, the 2002-2003 school year officially began with the traditional Teacher Orientation Workshop. Doctor Russell Quafila was the guest speaker who spoke about the "8 Conditions for Student Success." His presentation was lauded by staff members from all areas of the school.

In the month of September, tutors from Project Gear-Up, based at the Center for Family Work and Community at the University of Massachusetts in Lowell, began working with our 9th grad students in content area classes. The Gear-Up tutors are students at the University or at Middlesex Community College and their presence continues to be of great assistance to teachers in the classroom.

On September 11th, marking the anniversary of the attack on New York and Washington, DC, Greater Lowell Tech held a commemorative ceremony honoring the heroes and memorializing the victims of the attack. Police and Fire Chiefs from the district communities were awarded plaques by members of the School Committee. Superintendent Sheila Herbert, as well as Greater Lowell Technical students, reflected on the importance of the anniversary.

At the September 12, 2002 meeting, members of the Greater Lowell Technical School Committee voted that a letter of support be sent to the Brookline School Committee regarding their resolution pertaining to MCAS. The resolution was presented at the Massachusetts Association of School Committees' Convention held in the fall.

Also, Superintendent Sheila Herbert reported that the school opening for the 2002-2003 School Year was extremely successful with 1965 students in attendance, an increase of approximately sixty students over last year.

At the September meeting, the Superintendent also gave the committee an update on the preliminary 2002 MCAS results from the classes of 2003 and 2004. Most notably, Greater Lowell Tech students jumped to 67% passing up from 27% after the May 2001 exam, which means that 67% of the Greater Lowell Tech seniors who have taken the test have passed. The majority of the 123 remaining seniors were scheduled into remediation programs. Furthermore, the Superintendent discussed her concerns regarding the Department of Education's proposal for issuing a certificate of achievement in lieu of a high school diploma for those students who do not obtain the competency determination.

At the same meeting, the committee voted to fill eight of the positions vacant due to the early retirement because filling those did not directly affect the budget. The committee voted that the remaining unfilled positions be sent to the Personnel Subcommittee for further discussion.

The Annual Advisory Committee Dinner was held on Monday, October 7, 2002. The dinner serves as an occasion for Greater Lowell Tech to express appreciation to the business and community representatives who demonstrate a strong commitment to technical education. It is also an opportunity for technical educators and their colleagues in the business world to collaborate on ways we can maintain our technical programs so they meet industry standards.

At the October 12, 2002 meeting of the Greater Lowell Technical School Committee, District Council, Arthur Sullivan, discussed with the committee the issue of granting diplomas to students who meet local graduation requirements, but have not passed the MCAS exam. It was his legal position that such action would violate state law and expose Greater Lowell Technical High School to risk.

On October 16th, an in-service day was held in order to familiarize the staff with District's Curriculum Accommodation Plan (DCAP). Members of the DCAP team compiled a list of accommodations which have proven successful with students in special education, and therefore, are most likely to assist general education students in their academic and technical classes. Every staff member received a booklet of these strategies that serve to make classroom instruction more effective.

On October 21st, several Greater Lowell students participated in a candlelight vigil remembering women and children who have died as a result of domestic violence. Greater Lowell Tech students Breanna Bell and Allen Davis read excerpts from Sarah Anderson's book, A Woman Like You – the Face of Domestic Violence. Andrea Thompson and Amanda Reeves, two students from Kim Febres' Peer Leader Program, created a poster which they displayed throughout the course of the evening.

On October 23rd, Greater Lowell held its second Operation Birdcage. During this secure drill, students were moved to the closest secured location and the lock down was in effect. The practice session operated smoothly and effectively.

Greater Lowell Tech hosted their Annual 8th grade orientation during the week of October 28th. During a presentation that was held in the lecture hall, 8th graders from the district received information about the programs that activities offered. The guidance department conducted the sessions.

On October 31, the Distinguished Alumni Award Ceremony was held in the lecture hall. Greater Lowell graduates Daniel Cathcart, class of '76 in culinary arts; First Sergeant Jeanette Clement, class of '81 in culinary arts; Richard Doubleday, class of '80 in commercial art; and Michael Swanson, class of '80, in commercial art were all honored for their achievements.

On November 1st, it was announced that three Greater Lowell Tech staff members have been honored in the 2002 edition of Who's Who Among American Teachers. Carol Mahoney, Karen Sullivan, and John Taylor were recognized for their hard work and for the positive impact that they have had on the lives of their students.

November 3-5, the Skills USA Fall Leadership Conference was held at the Best Western Royal Plaza in Fitchburg. During the three-day conference, the officers learned about leadership and cooperation. The students also demonstrated their knowledge of the program's motto and creed as well as their understanding of the purpose of the organization. Attendees from Greater Lowell included: President, Nicole Lavoie; Vice-President, Breanna Bell; Proletarian Michael Comtois; Secretary, Hannah Clint; Historian Katie Holgrin; Treasurer, Matthew Palmer; and Reporter Sheila Crocco.

On November 13th, the first parents' night open house of the 2002-2003 school year was held. Well over 1000 people attended the event, which showcased our technical programs. Displays were set up highlighting the 24 technical programs, extra curricular activities were showcased and staff, school committee members and student representatives were on hand to answer questions.

At the November 14, 2002 meeting of the Greater Lowell Technical School Committee, the Superintendent updated the committee concerning a survey requested at last month's meeting regarding the attitude of our students towards receiving a certificate of achievement in lieu of a high school diploma. Director of Curriculum Kathy Conole conducted the survey in classes where remediation programs were being held and the students overwhelmingly indicated that they wanted a diploma rather than a certificate of achievement. Superintendent Herbert also reiterated that the Parent Advisory Council was very much in support of the issuance of diplomas.

At the same meeting, Superintendent Herbert reviewed the appeals process for students who had not yet passed the MCAS test and reported to the committee that 23 appeals have been sent to the Department of Education for students who meet the criteria.

The committee also voted to accept the recommendation of Assistant Superintendent, Frank Antonelli, that the student lunch be priced at \$1.50 and the adult lunch be priced at \$2.50 effective December 1, 2002.

On November 15th, students from the special education transitional occupational program assumed responsibility for Greater Lowell Tech's recycling efforts. Through their involvement in recycling, the students will obtain marketable skills, helping to pave the way for a wider range of job opportunities for them.

On November 21, 2002, Greater Lowell Technical School was notified by the New England Association of Schools and Colleges that the Commission on Technical and Career Education accepted, without change in membership status, the two-year progress report submitted by the school.

Once again, Greater Lowell Technical High School participated in the City of Lights Parade, which was held on November 30. Students from carpentry, painting and decorating, metal fabrication and auto technology worked as a team in order to create a float for the parade. The float won the award for "most festive" in the parade.

In November, students from the marketing department, on an overnight trip to Vermont, were given the opportunity to visit the Vermont Teddy Bear Factory, Ben & Jerry's Ice Cream and the Cold Hollow Cider Mill. The students visited, first hand, businesses created by entrepreneurs and learn how the businesses were started. Students were given the opportunity ask questions.

Also in November, through the efforts of marketing instructors Kellie Ready, Marian Lerardi, and Joe Griffin, Greater Lowell forged a partnership with the Pheasant Lane Mall and its Director of Marketing Stephanie Tully. The school received state of the art fixtures, merchandise and equipment was donated by the mall. A field trip to the mall has become incorporated into the marketing curriculum in order that students can see first hand how this type of facility needs to function.

On December 5th, the Fall Sports Award Night was held. It began with a reception in the ME Mall at 6L30p.m. and the Awards Ceremony followed in the lecture hall at 7:00 p.m.

On December 9th, the first school leader's lunch for the 2002-2003 school year was held. Congressman Marty Meehan was the keynote speaker and in his address he spoke to the attendees about the importance of community involvement which for many begins in high school.

During the month of December, students in special education's transitional occupations program expanded their program into the horticultural area. These students designed holiday arts and crafts and began spending a portion of their time in the greenhouse to learn painting techniques.

At the December 12, 2002 School Committee meeting, Director of Guidance Manny Manolopoulos reported to the committee that there has been a 10.6% increase in applications over last year, for a total of 969 applications district-wide.

At the December meeting, Superintendent Herbert outlined for the committee the ramifications of proposed changes to the Chapter 74 regulations. It was stated that both the Superintendent and Director of Technical Studies plan to attend the public hearing with the Board of Education scheduled for January 22, 2003, to voice the school's concern regarding the proposals.

Community Projects

During the 2001-2002 school year various departments at Greater Lowell Technical High School undertook and completed community projects that amounted to a fair market value of approximately \$82,937 and encompassed several ventures. Students from painting and decorating painted the Dracut Town Hall. Through the combined efforts of the carpentry, painting and decorating, metal fabrication and auto technology classes, Greater Lowell Tech once again had a prize winning entry in the Lowell City of Lights Parade. Cosmetology students participated in a monthly senior citizens Day of Beauty outreach program held in Dunstable and Tyngsborough. Great Lowell Tech students also provide weekly homemaker services to residents of Brimley Terrace in Tyngsborough.

Submitted by: Shella A. Herbert, Superintendent-Director



*Tyngsborough Town Offices and Public Library
25 Bryants Lane*

Finance Committee

Committee Members:

Denise Ziemiak, Chair
Linda Bibeau
Ronald St. Armand

Kenneth Times III, Vice Chair
Jerome Goldhammer

Secretary: Joanne Nutter

To the Citizens of Tyngsborough:

In Massachusetts, towns with a property valuation of over a million dollars are required to create a Finance Committee. Under Massachusetts General Law and Tyngsborough By Law, a Finance Committee "shall consider any or all municipal questions for the purpose of making reports or recommendations to the town" and "shall submit a budget at the annual town meeting"(MGL chapter 39, section 16).

Tyngsborough By Laws state there shall be a Finance Committee consisting of five elected members. The By Laws also outline further duties of the Finance Committee including the consideration of all matters of business to be considered within the articles of any warrant and the requirement of a written report on such considerations. Finance Committee reports are made available at least seven days before town meeting.

The Finance Committee meets on the second and fourth Thursdays of the month year round. Members of the Finance Committee also serve as voting members of the Capital Program, Community Preservation, Elementary School Building, and Master Plan Committees.

This budget season, the financial situation of the Commonwealth of Massachusetts is dismal. This in turn has affected the Town of Tyngsborough greatly as we have lost significant current FY03 state appropriated funding and face further reductions of our local aid revenue in upcoming fiscal year, FY04. The Finance Committee has joined with all town committees, boards, and departments to ensure that our Town is able to meet its current financial obligations while maintaining the excellent level of service that our citizens have come to expect from us. An override of proposition two and one half is not a consideration for fiscal autonomy. We are all working to ensure that the Town of Tyngsborough will be able to operate in FY04 with the least amount of programs and services eliminated.

The members of the Tyngsborough Finance Committee are committed to keeping the public informed and working closely with other town officials to provide recommendations that are in the best long-term interests of our community. We welcome and encourage the public to be our partners in this process and we look forward to continuing our efforts to meet the challenges of the upcoming fiscal year.

Town Collector

Town Collector: Gene R. Spickler, CMMC
 Asst. Town Collector: Leah J. Colburn, retired
 Asst. Town Collector: Nancy E. Dutton

Phone: (978) 649-2300 x127
 Email: genes@tyngsboroughmass.com

The Town Collector is a salaried official elected by the people to a term of three years. It is the collector's responsibility to collect accounts due the Town. All such accounts shall be committed with a warrant and tax list to the Collector, to collect the taxes therein set forth, pay over all such funds to the Treasurer, and record the receipts on the tax lists. The Town Collector must also give the treasurer an account of all charges and fees collected as well as interest earned from the depositing of funds received.

This office collects real estate, personal property, motor vehicle excise and forest product taxes as well as betterments, committed interest, usage liens and PILOT's, (payments in lieu of taxes) committed by the Board of Assessors. Sewer usage and covenant fees are committed by the Sewer Commission. Funds collected were recorded on the tax lists and turned over to the Treasurer's Office. We also collect uncommitted revenue for the Building Department, Zoning Board of Appeals, Planning Board, Board of Health, Conservation Commission and Sewer Commission.

The amount committed for collection this fiscal year increased 9.5% to \$16,564,493.03 from \$15,130,713.82 last year. Revenue collected from all committed accounts increased by 9.6% to \$16,375,073.60 from \$14,946,510.20. Total receipts paid to the Treasurer were up 9.3% to \$16,885,056.38 compared to \$15,442,477.28. With no accounts written off as uncollectible, the outstanding balance of all committed accounts increased by only 6.2% from \$792,219.54 to \$841,605.14.

Balances by account follow:

Town Collector's FY2002 Sewer Balances by Account – July 1, 2001 through June 30, 2002

Tax Year & Account Title	Beginning Balance	Commitments & Adjustments	Refunds & Adjustments	Receipts to Treasurer	Abt/Exmp & Adj	Ending Balances
FY 2002						
Sewer Use		411,036.35	2,581.17	386,857.48	4,130.98	22,629.06
'01 Liened		13,463.96		11,913.23		1,550.73
Sewer Covenant		32,062.50		29,550.37	375.00	2,137.13
Betterment		14,703.42		14,344.80		358.62
Committed Int		2,905.26		2,834.40		70.86
Swr Cov Pd Off		47,437.50		47,437.50		0.00
Betterment Paid Off		962.22				962.22
Committed Int Pd Off		76.20				76.20
FY 2001						
Sewer Use	25,980.01		1,120.00	10,691.33	16,408.68	0.00
'98 & '00 Liened	2,230.93			1,087.28		1,143.65
Sewer Covenant	498.83		187.50		686.33	0.00
Betterment	1,434.48			1,434.48		0.00
Committed Int	361.60			361.60		0.00
FY 2000						
Sewer Use	395.96			427.84		(31.88)
'98 & '99 Liened	23,667.97		4,260.00	7,914.66	4,396.66	15,616.65
FY 1999 Sewer Use	(14.61)			0.00		(14.61)
FY 1998 Sewer Use	2,295.05			0.00		2,295.05
FY 85-91 Sewer Use	1,227.26		158.59	839.33		546.52
Committed Totals	58,077.48	522,647.41	8,307.26	515,694.30	25,997.65	47,340.20
Penalty Interest				1,546.72		
Sewer Revenue				107,567.02		
TOTAL RECEIPTS TO TREASURER				624,808.04		

Town Collector's FY 2001 Tax Balances by Account – July 1, 2001 through June 30, 2002

Tax Year & Account Title	Beginning Balance	Commitments & Adjustments	Refunds & Adjustments	Receipts to Treasurer	ABT/EXMP/ADJ & Tax Titles	Ending Balance
FY 2002						
Real Estate		13,952,922.13	41,322.55	13,550,803.94	104,794.02	338,646.72
CPA		229,347.29	174.69	221,696.77	4,701.50	3,123.71
Personal Prop		328,482.96		320,822.34		7,660.62
Vehicle Excise		1,206,078.09	9,013.57	1,119,877.92	30,147.95	65,065.79
PILOT (in lieu of tax)		10,016.01		10,016.04		0.00
Forest Product		3,078.19		9.60		3,068.59
FY 2001						
Real Estate	334,108.63		1,556.12	190,975.10	620.9	144,066.75
Personal Prop	5,747.89			2,004.24		3,743.65
Vehicle Excise	77,135.12	245,744.55	9,182.18	252,826.55	43,437.22	35,798.08
FY 2000						
Real Estate	163,453.57		1,338.48	92,442.72		72,349.33
Personal Prop	1,366.43			160.38		1,206.05
Vehicle Excise	17,249.45	66,176.37	244.07	54,707.89	1,610.84	27,351.16
FY 1999						
Real Estate	80,924.52			34,504.25		46,420.27
Personal Prop	2,306.37			159.98		2,146.39
Vehicle Excise	7,264.65			1,393.85		5,870.80
FY 1998						
Real Estate	12,034.31			6,115.93		5,918.383
Personal Prop	1,502.74			0.00		1,502.74
Vehicle Excise	7,357.65			538.98		6,818.67
FY 1997						
Real Estate	114.03		139.33			253.36
Personal Prop	885.09			0.00		885.09
Vehicle Excise	4,834.93			115.94		4,718.99
FY 1996						
Real Estate	258.77					258.77
Personal Prop	1,130.71			0.00		1,130.71
Vehicle Excise	4,599.49			25.00		4,574.49
FY 1995						
Real Estate	1,179.52					1,179.52
Personal Prop	1,951.23			0.00		1,951.23
Vehicle Excise	3,435.10			62.50		3,372.60
FY 1994						
Real Estate	1,039.37					1,039.37
Personal Prop	2,133.53			0.00		2,133.53
Vehicle Excise	2,128.96			119.38		2,009.58
TOTALS	734,142.06	16,041,845.62	62,970.99	15,859,379.30	185,314.43	794,264.94

Tax Office Uncommitted Funds Collected

Demand & Warrant Fees	13,793.93	Penalty Interest	94,272.10
RMV Fees Collected	5,960.00	Earned Interest	3,564.33
Lien Certificate Fees	26,100.00	Miscellaneous Collections	738.94
Duplicate Bill Fees Collected	1,921.00	PAA (paid after abatement)	250.52
Total Uncommitted Funds	146,600.82		

Uncommitted Departmental Funds Collected by Account

Inspectional Departments		Conservation Commission	
BLD	119,044.95	Bylaw	2,995.00
ELEC	16,747.00	Engineering	10,147.01
GAS	4,470.00	Hearing	2,485.56
PLB	7,755.00	Wetland	5,303.37
ZBA	9,220.75	Other – Misc.	466.50
TOTAL INSP	157,237.70	TOTAL CONS	21,377.44
Board of Health		Planning Board	
LIC/Permit	38,297.50	Engineering	9,703.19
Cmpst Bln	264.00	Filing	8,031.39
Tobacco	800.00	Maps/Books	719.25
Trash Con	17,500.00	TOTAL PLN BRD	18,453.83
Fair Don	220.00		
Misc	117.75		
TOTAL BOH	57,199.25		

Total Departmental Funds	254,268.22
Sewer Receipts	624,808.04
Total Receipts to Treasurer	16,885,056.38

Town Accountant

Accountant: Richard H. Choate, CGA
Asst. Accountant: Kathleen Cayer

Phone: (978) 649-2300 x123
Email: dlckc@tyngsboroughmass.com

To the Honorable Board of Selectmen and the Citizens of Tyngsborough:

I herewith submit the report of the financial transactions for the Town of Tyngsborough. This report is in accordance with Chapter 41, Section 61 as prescribed by the Director of Accounts, Department of Corporations and Taxation, Commonwealth of Massachusetts.

Payrolls and invoices are on file in the Accounting Department and may be examined by appointment. Weekly bills are accepted prior to 12 noon Thursday.

Summary of Appropriations Fiscal 2002

Account	Transfers In (Out)	Appropriated	Expended	Balance
Moderator Salary		200.00		200.00
Moderator Expense	925.00	150.00	925.00	150.00
Selectmen Salary		6,000.00	4,800.00	1,200.00
Selectmen Secretary		28,891.00	28,891.00	
Selectmen Clerical		1,000.00		1,000.00
Selectmen Expense		12,350.00	8,557.98	3,792.02
Executive Administrator		71,901.00	71,901.00	
Executive Admin. Exp.		2,300.00	1,570.58	729.42
Executive Admin. Asst.		34,650.00	34,650.00	
Executive Admin. Computer		31,650.00	28,713.91	2,936.09
Inspection Svcs Computer		22,685.00	19,613.50	3,071.50
Admin. Vacation Buyback		3,134.00	2,765.42	368.58
Consulting Services		500.00		500.00
Planner Salary		52,317.00	52,317.00	
Conservation Agent		24,942.00	24,942.00	
Conservation Clerical		9,227.00	8,813.53	413.47
Planner Expense	6,000.00	17,450.00	22,687.78	762.22
Lakes & Pond Grant		20,000.00		20,000.00
Sherburne Prop Maint.		30,000.00	6,989.51	23,010.49
Tree Planting Match Grant		5,000.00	4,499.00	501.00
Senior Cnt / Fire Station		18,212.00	9,186.60	9,025.40
Greene Land Purchase		1,484,000.00	1,484,000.00	
Dog Pound Animal Shelter		60,000.00		60,000.00
Unpaid Bills		3,329.00	3,313.86	15.14
Finance Comm Clerical		6,000.00	2,470.00	3,531.00
Finance Comm Expense		2,340.00	1,501.59	838.41
Finance Comm Reports		1,000.00	1,086.00	(86.00)
Finance Comm Reserve Fund	(73,968.42)	75,000.00		1,031.58
Res Fund Transfer / Other Fund	21,224.74			21,224.74
Accountant Salary		36,850.00	36,850.00	
Accountant Clerical		6,224.00	5,096.22	1,127.78
Accountant Stipend		1,000.00	1,000.00	
Accountant Expense		5,715.00	2,466.40	3,248.60
Annual Audit		20,000.00	15,750.00	4,250.00
Accountant GASB Statement 34		12,500.00	9,300.00	3,200.00
Tax/Land Refund – Desjardins		1,812.00	1,812.00	
Assessors Salary		6,825.00	6,825.00	
Associate Assessor		48,290.00	48,290.00	
Assessors Clerical		23,830.00	23,732.80	97.20
Assessors Clerical SL/Vac		1,000.00		1,000.00
Assessors Expense		14,550.00	11,690.53	2,859.47
Personal Property Appraisal		20,545.00	7,200.00	13,345.00
Treasurer Salary		45,069.00	45,069.00	
Treasurer Stipend		1,000.00	1,000.00	
Treasurer Assistant		25,266.00	23,402.54	1,863.46
Treasurer Clerical		20,283.00	18,314.66	1,968.34
Treasurer Expense	6,588.00	30,345.00	36,932.02	0.98
Tax Collector Salary		45,291.00	45,291.00	
Tax Collector Stipend		1,000.00	1,000.00	
Tax Collector Clerical		29,739.28	28,057.39	1,681.89
Tax Collector Expense		28,190.00	25,873.08	2,316.92
Town Counsel Salary		55,339.17	51,999.96	3,339.21
Town Counsel Expense		3,500.00	526.93	2,973.07
Labor Counsel		22,500.00	21,994.90	505.10
Special Litigation		36,500.00	36,500.00	

Account	Transfers In (Out)	Appropriated	Expended	Balance
Landfill Court Judgement		49,500.00	48,726.69	773.31
Town Counsel Litigation		15,000.00	15,000.00	
Cable TV Legal Fees		7,756.00	1,295.76	6,460.24
Town Clerk Salary		43,000.00	43,000.00	
Town Clerk Assistant		17,600.00	13,617.82	3,982.18
Town Clerk Stipend		1,000.00	1,000.00	
Town Clerk Expense		2,650.00	1,880.61	769.39
Dog Licensing Expense		2,000.00	205.11	1,794.89
Elect & Reg S7W		5,000.00	4,785.34	214.66
Elect & Reg Police Detail		2,000.00	1,883.43	116.57
Elect & Reg Expense		5,600.00	4,826.91	773.09
New Voting Precinct Equipment	444.00	10,000.00	10,444.00	
American Disabilities Act		1,000.00		1,000.00
Conservation Comm Salary		1,750.00	1,750.00	
Planning Bd. Salary		1,500.00	1,197.91	302.09
Planning Bd. Clerical		13,000.00	2,908.50	10,091.50
Planning Bd. Expense		45,400.00	13,673.79	31,726.21
N M A C Assessment		2,300.00	2,226.15	73.85
Open Space Plan		12,750.00	879.96	11,870.04
Bd of Appeals Salary		2,450.00	2,275.00	175.00
Bd of Appeals Clerical		7,135.00	5,851.86	1,283.14
Bd of Appeals Expense	5,226.00	1,675.00	6,730.21	170.79
Town Hall Expense		153,200.00	70,081.09	83,118.91
Old Town Hall Expense		9,000.00	3,292.24	5,707.76
Town Reports		4,000.00	3,769.75	230.25
<u>Due to Stabilization Fund</u>		<u>100,000.00</u>	<u>100,000.00</u>	
TOTAL GENERAL GOV	(33,560.68)	3,083,657.45	2,691,471.82	358,624.95
Police Dept. S&W		1,312,833.70	1,244,848.45	67,985.25
Police Dept. S&W Other		281,064.00	254,531.69	26,532.31
Police Dept. Expense		150,450.00	122,434.11	28,015.89
Police Cruisers		91,000.00	90,870.80	129.20
Police Parking Clerk		5,000.00	2,559.89	2,440.11
Police Station Custodian		12,516.00	11,749.06	766.94
Police Station Expense		36,300.00	24,856.14	11,443.86
Fire Dept. S&W		321,776.00	285,726.98	36,049.02
Fire Dept. Expense	16,379.00	94,214.00	110,431.90	161.10
Communication Cntr S&W		296,260.00	245,911.45	50,348.55
Communication Cntr Expense		40,700.00	34,101.70	6,598.30
Building Insp. Salary		55,000.00	55,000.00	
Building Insp. Clerical		44,812.00	37,524.27	7,281.73
Building Insp. Expense		3,160.00	3,253.55	(93.55)
Building Insp. Travel		3,500.00	3,488.00	12.00
Building Insp. Coverage		1,000.00	500.00	500.00
Gas Insp. Salary		7,384.00	7,384.00	
Gas Insp. Travel Allow		1,000.00	996.00	4.00
Plumbing Insp. Salary		7,384.00	7,384.00	
Plumbing Insp. Travel Allow		1,000.00	996.00	4.00
Wire Insp. Salary		10,669.00	10,669.00	
Wire Insp. Travel Allow		2,000.00	1,992.00	8.00
Civil Defense Salary		1,200.00	1,200.00	
Civil Defense Expense		2,350.00	1,175.40	1,174.60
Dog Officer Time & Expense		30,000.00	30,000.00	
Insect & Pest Control		1,300.00	309.26	990.76
Dutch Elm Disease		2,500.00	2,500.00	
Tree Warden Time & Expense		6,300.00	6,175.00	125.00
Fence Viewer		50.00		50.00
<u>Inspector of Animal Time & Exp</u>		<u>700.00</u>	<u>500.00</u>	<u>200.00</u>
TOTAL PUBLIC SAFETY		2,823,910.70	2,599,766.64	224,144.05

Account	Transfers In (Out)	Appropriated	Expended	Balance
School S&W		10,889,517.54	10,889,517.54	
School Expense		3,321,584.46	3,321,584.46	
Lakeview School Parking Lot		50,000.00	49,949.00	51.00
Lakeview School Electrical		10,000.00	10,000.00	
School NRE Roof		322,163.17	322,163.17	
School Norris Road Roof		28,800.00	12,711.38	16,088.62
Norris Road Carpet		10,252.00	5,300.00	4,952.00
School Building Committee	2,500.00	484.58	2,445.59	538.99
School Septic Decommission	820.00		820.00	
School DARE Officer		51,859.00	48,089.91	3,769.09
School DARE Expense		5,000.00	4,792.88	207.12
Gr. Lowell Reg. Voc. Tech. HS		<u>40,000.00</u>	<u>36,930.00</u>	<u>3,070.00</u>
TOTAL SCHOOLS		14,729,660.75	14,704,303.93	25,356.82
Town Engineer		48,400.00	47,796.87	603.13
Highway S&W		474,050.00	459,755.94	14,294.06
Highway S&W Overtime		6,500.00	2,545.02	3,954.98
Highway Seasonal Workers		16,000.00	15,998.45	1.55
Highway Clerical		16,897.00	12,992.84	3,904.16
Highway Machinery Fund	2,404.00	64,220.00	66,594.19	29.81
Highway Snow Removal		203,703.00	203,702.88	.12
Highway Snow Unaccepted		5,000.00	5,000.00	
Highway Construction		69,800.00	43,784.15	26,015.85
Highway Maintenance		79,000.00	76,624.12	2,375.88
Highway Street Lighting		37,500.00	33,632.55	3,867.45
Highway Special Signs		3,000.00	3,000.00	
Highway Uniform Allowance		7,480.00	6,960.00	520.00
Highway Westford Road		672,055.00	10,377.61	661,677.39
Highway Trucks ATM Art #9		157,991.00	154,976.40	3,014.60
Highway Trucks		<u>151,188.00</u>	<u>151,188.00</u>	
TOTAL HIGHWAY DEPT	2,404.00	2,012,784.00	1,294,929.02	720,258.98
Cemetery S&W		23,500.00	23,004.00	496.00
Cemetery Expense		4,600.00	4,473.84	126.16
Cemetery Improvements	3,700.00	<u>8,800.00</u>	<u>14,300.00</u>	<u>(1,800.00)</u>
Cemetery Improvements Fund		<u>6,831.97</u>	<u>684.60</u>	<u>6,147.37</u>
TOTAL CEMETERY DEPT.	3,700.00	43,731.97	42,462.44	4,969.53
Bd. of Health Mem Salary		1,680.00	1,680.00	
Bd of Health SL/Vac		1,780.00	909.42	870.58
Bd of Health Secretary		22,823.00	22,823.00	
Bd of Health Clerical		7,715.00	7,113.30	601.70
Bd of Health Expense		49,735.00	48,068.99	1,666.01
Bd of Health Nursing		2,500.00	1,943.63	556.37
Bd of Health Dental Clinic		2,700.00	2,700.00	
Lowell Mental Health		400.00	400.00	
Hazardous Waste Collection Day		13,000.00	12,402.38	597.62
Rubbish Collection	7,542.68	631,000.00	638,542.68	
Recycle Program		124,000.00	124,000.00	
Animal Disposal		450.00	108.00	342.00
Inspector of Slaughter		25.00		25.00
Demolition of Buildings		<u>3,500.00</u>		<u>3,500.00</u>
TOTAL HEALTH & SANITATION	7,542.68	861,308.00	860,691.40	8,159.28
Veteran Agent Salary		19,515.00	19,515.00	
Veteran Agent Clerical		16,768.00	16,729.76	38.26
Veteran Agent Certification		500.00	500.00	

Account	Transfers In (Out)	Appropriated	Expended	Balance
Veteran Agent Expense		1,975.00	1,974.71	.29
Veteran Benefits		70,000.00	68,360.31	1,639.69
Veteran Graves		750.00	748.28	1.72
Veteran Flags		<u>500.00</u>	<u>500.00</u>	
TOTAL VETERAN SERVICES		110,008.00	108,328.04	1,679.96
Library Director Salary		44,287.00	44,287.00	
Library Assistant Director Salary		32,394.00	32,394.00	
Library S&W Clerical		112,360.00	106,030.80	6,329.20
Library SL/Vac Wages		3,200.00	3,200.00	
Library Expense		66,400.00	64,681.81	1,718.19
Merrimack Valley Library Consort		<u>4,958.00</u>	<u>4,958.00</u>	
TOTAL LIBRARY		263,599.00	255,551.61	8,047.39
Town Beach Expense		18,507.00	11,362.51	7,144.49
Summer Recreation Program		1,000.00	1,000.00	
Ball Park Maintenance		16,000.00	13,584.91	2,415.09
Utilities		1,300.00	1,208.13	91.87
Sports Equipment		1,400.00	1,400.00	
Recreation Comm. Expense		700.00	63.11	636.89
COA Director Salary		40,001.00	40,001.00	
COA Director Certification		1,000.00	1,000.00	
COA S&W Clerical		32,254.00	30,163.65	2,090.35
COA Custodian		8,928.00	9,177.75	(249.75)
COA Expense		5,100.00	3,184.57	1,915.43
Community Center Expense		8,785.00	6,004.88	2,780.12
Memorial Day Committee		1,000.00	646.80	353.20
Historical Commission		2,500.00	66.00	2,434.00
Historical Commission Grant		10,000.00	9,000.00	1,000.00
Workers Compensation		30,000.00	23,942.41	6,057.59
Unemployment Compensation		25,000.00	12,180.65	12,819.35
Health Ins. Town Share		1,375,000.00	1,289,000.18	85,999.82
Life Ins. Town Share		2,500.00	1,739.36	760.64
Medicare Town Share		137,000.00	158,089.53	(21,089.53)
County Retire System		433,910.00	433,910.00	
Fire Accidental Insurance		11,000.00	9,266.00	1,734.00
Police Accidental Insurance		19,225.00	19,221.00	4.00
Property & Liability Blanket Ins.		<u>85,000.00</u>	<u>78,879.00</u>	<u>6,121.00</u>
TOTAL REC. & UNCLASS.		2,267,110.00	2,154,091.44	113,018.56
Interest on Temporary Loans		15,000.00		15,000.00
Long Term Debt Sewer Series A		15,100.00	15,100.00	
Long Term Debt High School		945,000.00	945,000.00	
Long Term Debt Multi Purpose		194,115.00	194,115.00	
Long Term Debt Police Station		20,000.00	20,000.00	
Long Term Debt Long Pond Sewer		40,000.00	40,000.00	
Long Term Debt Hunter Prop		15,000.00	15,000.00	
Long Term Interest Sewer Ser.A		6,795.00	6,795.00	
Long Term Interest High School		360,988.00	360,986.25	1.75
Long Term Interest Multi Purpose		36,074.00	36,073.60	.40
Long Term Interest New Sch Design		617,262.00	617,262.91	(0.91)
Long Term Interest Police Station		4,515.00	4,515.00	
Long Term Interest Long Pond		8,063.00	8,063.00	
Long Term Interest Hunter Prop		3,387.00	3,387.00	
Mass Water Pollution Abate Trust		<u>164,178.00</u>	<u>164,178.24</u>	<u>(0.24)</u>
TOTAL INTEREST & DEBT		2,445,477.00	3,430,476.00	15,001.00
TOTAL APPROPRIATIONS		28,641,246.87	27,142,072.35	1,499,174.52

Combined Balance Sheet Fiscal 2002

Assets	General Fund	Special Revenue	CPA Fund	Sewer Enterprise	Capital Projects	Trust Funds	Long Term Debt	Group Total
Cash & Investments	3,498,821.59	1,581,908.60	223,664.88	129,295.43	1,839,530.25	1,562,632.61		8,835,853.36
Petty Cash	200.00							200.00
Receivables:								
Personal Property Tax Prior	14,689.39							14,689.39
Personal Property Tax	7,660.62							7,660.39
Current								
Real Estate Tax Prior	271,485.75							271,485.75
Real Estate Tax Current	338,646.72							338,646.72
Provisions for Abatements	(298,633.59)							(298,633.59)
Deferred Rev Property Tax	(252,778.13)							(252,778.13)
Tax Liens Receivables	485,267.48							485,267.48
Deferred Rev Tax Liens	(485,267.48)							(485,267.48)
Tax Foreclosures	162,404.30							162,404.30
Deferred Rev Tax	(162,404.30)							(162,404.30)
Foreclosures								
Deferred Tax Receivable	56,887.46							56,887.46
Deferred Receivable	(56,887.46)							(56,887.46)
Deferred Tax								
Motor Vehicle Excise Prior	90,514.37							90,514.37
Motor Vehicle Excise	65,065.79							65,065.79
Current								
Deferred Rev Motor Vehicle Excise	(155,580.16)							(155,580.16)
Depts. Receivable Veterans	79,243.98							79,243.98
Deferred Rev Dept.	(79,243.98)							(79,243.98)
Classified Forest Product	3,068.59							3,068.59
Tax								
Deferred Rev Classified Forest Tax	(3,068.59)							(3,068.59)
Forest Tax			3,123.71					3,123.71
Community Preservation								
Surcharge			(3,123.71)					(3,123.71)
Deferred Rev Preservation Surcharge								
Sewer Liens Added to Taxes				18,311.03				18,311.03
Deferred Revenue Sewer Liens				(18,311.03)				(18,311.03)
Sewer User Charges Prior				2,795.08				2,795.08
Sewer User Charges				22,629.06				22,629.06
Current								
Deferred Rev Sewer User Charges				(25,424.14)				(25,424.14)
Charges								
Due from other Gov & Funds	372,055.00	539,445.47			36,715.60			948,216.07
Deferred Rev Gov Receivable		(539,445.47)			(36,715.60)			(576,161.07)

Assets	General Fund	Special Revenue	CPA Fund	Sewer Enterprise	Capital Projects	Trust Funds	Long Term Debt	Group Total
Am't to be provided for Pmt of Bonds								
TOTAL ASSETS	3,952,157.35	1,581,908.60	223,664.88	129,295.43	1,839,530.25	1,562,632.61	10,281,697.00	19,570,886.12
Liabilities and Fund Equity								
Warrants Payable	543,346.69							728,182.52
Withholdings	367,007.88	121,056.95		38,659.33	25,119.55			367,007.88
Unclaimed Items	6,876.11							6,876.11
Excess Sale of Low Value Land	37,799.24							37,799.24
Due to other Gov & Funds	115.50			7,000.00		372,055.00		379,170.50
Notes Payable					23,054,049.00		10,281,697.00	23,054,049.00
Bonds Payable								10,281,697.00
TOTAL LIABILITIES	955,145.42	121,056.95		45,659.33	23,079,168.55	372,055.00	10,281,697.00	34,854,782.25
Fund Equity								
Reserve for Encumbrances	872,027.75							(20,637,610.55)
Reserve for Expenditures	337,992.00				(21,239,638.30)			337,992.00
Reserve for Special Purposes		1,460,851.65						1,460,851.65
Reserve for Appropriation	(22,889.53)							(22,889.53)
Deficits								
Reserve for Court Judgments	(375,000.00)							(375,000.00)
Reserve for Open Space			22,366.48					22,366.48
Reserve for Historical			22,366.48					22,366.48
Reserve for Housing			22,366.48					22,366.48
Unreserved Fund Balance	2,184,881.71		156,565.44	83,636.10		1,190,577.61		3,615,660.86
TOTAL FUND EQUITY	2,997,011.93	1,460,851.65	223,664.88	83,636.10	(21,239,638.30)	1,190,577.61		(15,283,896.13)
TOTAL LIABILITIES & FUND EQUITY	3,952,157.35	1,581,908.60	223,664.88	129,295.43	1,839,530.25	1,562,632.61	10,281,697.00	19,570,886.12

Capital Projects Balance Sheet June 30, 2002

Assets

Cash, Elementary School	1,806,395.71
Total Assets	<u>1,806,395.71</u>

Liabilities & Fund Equity

Warrants Payable	15,365.85
Temporary Loan Anticipation of Bond	22,900,000.00
F.B. Reserve for Encumbrances	(21,108,970.14)
Total Liabilities & Fund Equity	<u>1,806,395.71</u>

Assets

Cash, Sewer Extension Project	23,380.84
Total Assets	<u>23,380.84</u>

Liabilities & Fund Equity

Temporary Loan Anticipation of Bond	154,049.00
F.B. Reserve for Encumbrances	(130,668.16)
Total Liabilities & Fund Equity	<u>23,380.84</u>

Assets

Cash, Sewer Inflow & Infiltration	9,753.70
Accounts Receivable M.W.P.A.T.	36,715.60
Deferred Rev. Gov't Receivable	(36,715.60)
Total Assets	<u>9,753.70</u>

Liabilities & Fund Equity

Warrants Payable	<u>9,753.70</u>
Total Liabilities & Fund Equity	<u>9,753.70</u>

Sewer Enterprise Fund

July 1, 2001 – June 30, 2002

Fund Balance July 1, 2000		162,073.31
Revenues		
User Charges Prior Years	9,507.91	
User Charges Current	384,028.31	
Interest on User Charges	1,549.71	
Permits & Connections	107,688.71	
Sewer Liens	12,725.17	
Covenants Phase I	76,800.37	
Transfer from General Fund	23,839.77	
		<u>616,139.95</u>
Expenditures		
Wages	83,236.42	
Office Supplies	972.71	
Professional Services	49,781.16	
Telephone/Alarm	3,861.75	
Electric	24,560.40	
Repairs	19,803.85	
Heat	965.12	
New Equipment	2,251.50	
Water	923.79	
Postage	1,037.99	
Other Supplies	8,360.31	
City of Lowell	12,472.79	
Town of Dracut	71,442.58	
Town of Chelmsford	336,722.00	
Town of Tyngsborough	50,726.00	
Mileage	535.39	
Gas & Oil	1,255.09	
Conferences	943.82	
Interest & Debt	17,993.93	
		<u>687,577.16</u>
Excess of Revenues over (Under) Expenditures		<u>(71,437.21)</u>
Fund Balance June 30, 2002		90,636.10
		=====
Fund Balance Res for Encumbrances		-
Fund Balance Res for Others		7,000.00
Unreserved Retained Earnings		83,636.10
Total Fund Equity		90,636.10

Special Revenue Fund

June 30, 2002

Title	Balance – 7/1/01	Revenue	Expended	Balance – 6/30/02
Escrow Surety Bonds:				
Jacques Ridge #1	9,265.18	155.10		9,420.28
Jacques Ridge #2	55,341.77	1,041.19		56,382.96
Tri Area Stonebridge	76,970.01	1,293.49	29,216.71	49,046.79
Connell Stonebridge	5,775.35	60.91		5,836.26
TBG Strawberry Hill	5,339.27	118.62		5,457.89
Caples Evergreen	68,589.27	1,523.75		70,113.02
Shribco Swan Pond	6,352.44	104.46		6,457.01
Connell Const.	4,870.59	61.29		4,931.88
AM Devel. Chelmsford	29,847.96	663.08		30,511.04
AM Devel. Swan Pond	32,335.81	1,742.11		34,077.92
Arrowhead Pl. Bd.	3,877.98	72.97		3,950.95
Selectmen Project Review	2,544.90		2,544.90	-
Apollo Cricones	23,660.71	426.09	16,175.67	7,911.13
Granite State Concrete	2,655.11	65.51		2,730.62
Surety Holdings	1,000.00		1,000.00	-
Insurance Receipts Payable	1,630.00	8,390.07	10,020.07	-
Planning Bd. 53G Account	1,000.00	2,205.65	2,205.65	1,000.00
Planning Bd. 53G Danforth		4,010.00	3,158.47	851.53
Zoning Bd of Appeals 53G		55,000.00	22,890.57	32,109.43
Deputy Tax Collector Fees	226.25	11,249.75	11,476.00	-
Additional Polling Hours	138.03			138.03
Public Cable Education Access		99,189.07		99,189.07
Telephone Sidewalk Donation	15,000.00			15,000.00
Arts Lottery Council	3,443.61	4,426.00	4,271.39	3,598.22
Arts Lottery Council Donations	50.00			50.00
Christmas Lighting Donation	416.42	274.14	690.56	-
Dong Pound Fees	18,954.00	9,994.00		28,948.00
Impact Fee – Conserv/Rec	9,720.62			9,720.62
Impact Fee – Fire	29.44			29.44
Impact Fee – Highway	77,765.00			77,765.00
Hwy Machinery Fund Reserve	36,969.14	1,675.00		38,644.14
Hwy Ch 90 Construction	21,148.23		21,148.23	-
Fire Dept. Sale of Equipment	1,727.00		1,727.00	-
Fire Dept. State Grant	5,055.30		5,055.30	-
Cemetery Sale of Lots	16,034.27	7,875.00		23,909.27
Conservation Wetland Act	53,641.75	5,303.37	12,466.22	46,478.90
Conservation Development	902.82	9.52		912.34
Conservation Donations	137.37	85.00	24.94	197.43
Lake Mascuppig DEP Grant		20,000.00		20,000.00
Police Special Details	(28,121.22)	245,139.45	235,118.22	(18,099.99)
Police Law Enforcement Trust	10,980.92	874.00		11,854.92
Police Bullet Proof Vests	6,304.35	4,413.57	689.00	10,027.92
Police Community Grant	12,761.30	16,000.00	21,231.09	7,530.21
Police DARE Grant	3,854.52	19,000.00	19,370.24	3,484.28
Police DARE Donations	11,997.77	20,430.00	18,659.52	13,768.25
Police SARA Grant	(3,303.08)	11,338.60	11,970.23	(3,934.71)
Police Law Enforcement Block '00	16,907.04	49.75	16,956.79	-
Police Law Enforcement Block '01		12,702.23	4,415.15	8,287.08
Police Governor's Hwy Grant		1,284.55	2,159.06	(874.51)
Police Federal Law	33,643.69	437.82		34,081.51
Police Universal Hiring	(263.46)	67,926.29	67,662.83	-
Police Watch Car Grant	675.00		675.00	-
Building Violations	4,620.00		4,620.00	-
School Lunch Program	46,012.42	508,112.06	517,739.04	36,385.44
School Athletic Revolving	5,058.49	32,716.35	15,321.65	22,453.19
School Health Protection		45,594.00	45,594.00	-
School Adult Education	27,829.10	129,973.73	115,894.35	41,908.48
School PL 874	226.48			226.48
School Sara Winslow Funs		623.84	623.84	

Title	Balance – 7/1/01	Revenue	Expended	Balance – 6/30/02
School Program Title I	4,190.89	160,298.00	159,516.78	4,972.11
School Early Childhood Grant	50.75	12,869.25	11,936.74	983.26
School Project Help PL 94-142	29,740.46	271,800.00	281,740.58	19,799.88
School Academic Support	5,017.50	16,120.00	21,137.50	-
School Technical Training		30,000.00	18,301.75	11,698.25
School Integrated Preschool	13,647.40	37,941.00	20,731.72	30,856.68
School Use of Building	25,669.50	24,542.00	4,555.71	45,655.79
School SPED Collective Action	4,172.48	5,000.00	9,172.48	-
School MCAS Support – Elem.		17,924.00	17,924.00	-
School Plans Phase II		5,000.00	5,000.00	-
School Drug Free Program	591.00	9,724.00	10,174.00	141.00
School Student Activity	894.50	1,975.00	2,706.25	163.25
School Pre-Kindergarten Tuition	58,264.86	142,594.00	170,505.53	30,353.33
School Choice Program	35,593.10	113,878.00	43,269.37	106,201.73
School Medicare Reimbursement	45,005.90	28,098.00	6,280.70	66,823.20
School DD Eisenhower	1,289.55	9,389.00	8,555.55	2,123.00
School Library Gifts & Donation	1,279.72	6,000.00	1,279.72	6,000.00
School Lost Book Fund	1,494.01	614.00		2,108.01
School Energy initiative Grant		32,773.33	31,777.40	995.93
School Adopt Tech Grant		30,000.00	29,273.92	726.08
School Discretionary Fund		200.00		200.00
School Title VI Grant	1,550.03	7,235.00	8,222.00	563.03
School Math Science Framework		19,360.00	19,360.00	-
School SPED Framework	11,160.00	22,087.00	19,102.50	14,144.50
School Student Class Activity	74,957.28	332,048.79	305,715.62	101,290.45
School State Ward Reimb.		22,791.00		22,791.00
School Future Ed. Club Grant	162.89	1,200.00	1,362.89	-
School Classroom Reduction	369.00	24,402.00	24,340.00	431.00
School GOAL 2000 Study Grant	4,735.26		4,735.26	-
School Meet Grant		15,000.00	9,846.86	5,153.14
Composting Bin Donation	834.00	264.00	760.00	338.00
COA DEA Grant	2,407.00	4,365.00	4,602.00	2,170.00
COA LRTA Grant	25,242.17	28,344.08	30,910.44	22,675.81
COA Physical Fitness	1,306.52	2,407.00		3,713.52
Health Fair Donations	233.00	220.00	453.00	-
Library Incentive Grant	13,349.64	12,398.97	8,090.55	17,658.06
Library Circulation Offset	246.92	774.66		1,021.58
Library Book Fund	2,625.06	1,386.26		4,011.32
Library Equipment Donations	4,574.41	792.06		5,366.47
Veteran Gifts & Donation	100.00			100.00
Historical Comm. Donations	1,315.82	604.00		1,919.82
Recreation Playground	4,573.00	41,359.51	18,525.16	27,407.35
Health Claims Trust	<u>84,264.28</u>	<u>1,702,770.10</u>	<u>1,739,207.00</u>	<u>47,827.38</u>
TOTAL SPECIAL REVENUE	1,202,516.93	4,550,179.39	4,291,844.67	1,460,851.65

Statement of Long Term Debt Group of Accounts June 30, 2002

F.H.A. Sewer Loan

Original Loan: \$424,300.00
Dated April 9, 1982
\$15,200 due 04/09/83 – 04/09/97
\$15,100 due 04/09/98 – 04/09/10
Balance: \$120,800.00

Police Station

Original Loan: \$350,000.00
Dated August 1, 1989
\$25,000 due 08/01/90 – 08/01/99
\$20,000 due 08/01/00 – 08/01/04
Balance: \$60,000.00

Conservation Land

Original Loan: \$250,000.00
Dated August 1, 1989
\$25,000 due 08/01/90 – 08/01/91
\$20,000 due 08/01/92
\$15,000 due 08/01/93 – 08/01/04
Balance: \$45,000.00

Long Pond Sewer

Original Loan: \$585,000.00
Dated August 1, 1989
\$40,000 due 08/01/90 – 08/01/02
\$35,000 due 08/01/03
\$30,000 due 08/01/04
Balance: \$105,000.00

High School

Original Loan: \$3,750,000.00
Dated August 1, 1989
\$250,000 due 08/01/90 – 08/01/04
Balance: \$750,000.00

High School

Reissuance: \$12,420,000.00
Dated February 15, 1996
Due 05/15/97 – 05/15/10
Balance: \$5,210,000.00

Mass Water Pollution Trust

Original Loan: \$3,645,951.00
Dated February 1, 2000
Due Feb 2000 – Feb 2019
Balance: \$3,352,501.00

Mass Water Pollution Trust

Original Loan: \$125,459.00
Dated November 8, 2000
Due Feb 2001 – Feb 2010
Balance: \$124,997.83

Mass Water Pollution Trust

Original Loan: \$224,246.00
Dated November 8, 2000
Due Feb 2001 – Feb 2010
Balance: \$204,051.00

Multi Purpose Loan

Original Loan: \$628,460.00
Dated November 10, 2000
Due Nov 2001 – Nov 2004
Balance: \$434,345.00

Total Long Term Debt

\$10,281,697.00
=====

Statement of Revenue Budget vs. Actual

July 1, 2001 – June 30, 2002

	Budget	Actual Receipts	Balance – Favorable (Unfavorable)
TAXES			
Personal Property Prior		2,324.60	2,324.60
Personal Property Current	328,482.96	320,822.34	(7,660.62)
Real Estate Prior		321,004.07	321,004.07
Real Estate Current	13,948,696.09	13,509,481.39	(439,214.70)
Tax Liens		52,093.42	52,093.42
Motor Vehicle Excise	895,179.00	1,411,228.19	516,049.19
Foreclosures & Possession		161,577.00	161,577.00
In Lieu of Taxes	15,000.00	23,225.64	8,225.64
TOTAL TAXES	15,187,358.05	15,801,756.65	614,398.60
INTEREST & PENALTIES			
Interest on Property Tax	45,000.00	88,688.96	43,688.96
Interest on Motor Vehicle	5,000.00	5,237.82	237.82
Interest of Tax Liens		10,778.76	10,778.76
Interest on Capital Projects	220,000.00	350,022.86	130,022.86
Interest on Investment	170,000.00	101,106.89	(68,893.11)
Interest on Investment – Coll.	5,000.00	3,564.33	(1,435.67)
TOTAL INTERST & PENALTIES	445,000.00	559,399.62	114,399.62
LICENSES & PERMITS			
Alcoholic Licenses	37,500.00	45,500.00	8,000.00
Alcoholic One Day	900.00	400.00	(500.00)
Wine & Malt	13,000.00	13,000.00	-
Used Car	1,000.00	1,200.00	200.00
Weights & Measures		80.00	80.00
Common Victular	2,000.00	2,400.00	400.00
Cable TV		1,553.00	1,553.00
Automatic Amusement	4,000.00	5,400.00	1,400.00
Sunday Licenses	1,200.00	1,530.00	330.00
Skating Licenses	700.00	700.00	-
Entertainment	600.00	750.00	150.00
Building Permits	91,300.00	119,044.95	27,744.95
Gas Permits	5,000.00	4,470.00	(530.00)
Plumbing Permits	9,000.00	7,755.00	(1,245.00)
Electrical Permits	15,000.00	16,747.00	1,747.00
Theatre Licenses	6,000.00	6,000.00	-
TOTAL LICENSES & PERMITS	187,200.00	226,529.95	39,329.95
GENERAL GOVERNMENT			
<i>Selectmen</i>			
Hearings		100.00	100.00
Other Selectmen Receipts		97.49	97.49
<i>Treasurer</i>			
Tax Title Expense	300.00	2,342.14	2,042.14
Bond Premiums		3,394.00	3,394.00
Insurance Admin Fee		360.00	360.00
Bank Charges	800.00	797.00	(3.00)
<i>Tax Collector</i>			
Lien Certificates	15,000.00	26,100.00	11,100.00
Payments After Abatements		250.52	250.52
Demand Fees	12,000.00	13,793.93	1,793.93
Registry of MV Fees	5,500.00	5,960.00	460.00

	Budget	Actual Receipts	Balance – Favorable (Unfavorable)
Copy	1,000.00	1,921.00	921.00
Miscellaneous	500.00	739.94	239.94
<i>Town Clerk</i>			
Fish & Wildlife Fees	500.00	528.35	28.35
Birth Certificates	1,000.00	1,236.00	236.00
Marriage Certificates	500.00	715.00	215.00
Death Certificates	600.00	1,265.00	665.00
Marriage Licenses	1,000.00	930.00	(70.00)
UCC Filings	1,800.00	2,607.45	807.45
Business Certificates	1,200.00	1,960.00	760.00
Pole Locations	100.00	160.00	60.00
Street Listings	50.00	112.00	62.00
Zoning Maps & Books		79.00	79.00
Voter Registration Cards		20.00	20.00
Gasoline Permits	200.00	320.00	120.00
Raffle Permits		50.00	50.00
Beach Stickers	300.00	545.00	245.00
Other Town Clerk Receipts		449.10	449.10
<i>Planning Board</i>			
Hearings	3,500.00	8,750.64	5,250.64
Engineer	10,000.00	9,703.19	(296.81)
Maps & Books			
Board of Appeals	3,000.00	9,220.75	6,220.75
Board of Assessors		1,182.01	1,1802.01
<i>Conservation Commission</i>			
Engineer		10,147.01	10,147.01
Public Hearings	2,000.00	2,465.56	465.56
Other Receipts		3,461.50	3,461.50
TOTAL GENERAL GOVERNMENT	60,850.00	111,762.58	36,838.51
PUBLIC SAFETY			
<i>Police Department</i>			
FID Cards	1,500.00	1,360.00	(140.00)
Police Reports	900.00	571.00	(329.00)
Court Fines	1,000.00	3,823.00	2,823.00
Court Restitution	1,000.00	1,840.00	840.00
Court Moving Violations	18,000.00	48,465.00	30,465.00
Sp. Deputy Surcharge	17,000.00	16,480.45	(519.55)
Photocopies	1,500.00	1,299.00	(201.00)
Parking Fees	1,000.00	1,030.00	(30.00)
Other	100.00		(100.00)
<i>Fire Department</i>			
Oil Burner Permits	150.00	180.00	30.00
Blasting Permits	100.00	130.00	30.00
Smoke Alarm	1,500.00	1,570.00	70.00
Fire Reports		50.00	50.00
Gasoline Storage	100.00	340.00	240.00
Alarm Applications	3,000.00	3,627.60	627.60
Other	100.00	170.00	70.00
TOTAL PUBLIC SAFETY	49,950.00	80,936.05	33,986.05
OTHER DEPARTMENTAL			
Board of Health	8,200.00	38,415.25	30,215.25
Smoking Fines	1,000.00	800.00	(200.00)
Cemetery Deeds		95.00	95.00
Cemetery Interments	5,000.00	14,250.00	9,250.00
Library Fax Machine	300.00	545.40	245.40
Library Fines	500.00	160.00	(394.00)
Library Out of State Cards		150.00	150.00
TOTAL OTHER DEPARTMENTAL	15,000.00	54,361.65	39,361.65

	Budget	Actual Receipts	Balance – Favorable (Unfavorable)
STATE & FEDERAL RECEIPTS			
Federal Gasoline Tax			
Abate for Surviving Spouse	10,413.00	11,463.00	1,050.00
Abate for Elderly	14,558.00	28,154.00	13,596.00
Charter School Reimbursement		17,470.00	17,470.00
Veterans' Benefits	38,553.00	39,972.82	1,419.82
School Aid Ch. 70	6,317,346.00	6,325,106.00	7,760.00
Trans of Pupils	144,919.00	151,765.00	6,846.00
School Construction	876,656.00	876,656.00	-
Hwy Ch. 81	78,728.00	19,682.00	(59,046.00)
State Lottery	950,736.00	933,395.00	(17,341.00)
State Owned Land	9,618.00	6,894.00	(2,724.00)
Police Career Incentive	69,108.00	69,284.01	176.01
Police Grant Reimburse			
Room Occupancy Tax		35,927.00	35,927.00
TOTAL STATE & FEDERAL	8,510,635.00	8,515,768.83	5,133.83
INTERGOVERNMENTAL			
Sewer Intermunicipal Agree	8,000.00	14,488.00	6,488.00
Sewer Assessments	10,000.00	18,975.25	8,975.25
REFUNDS & MISC RECEIPTS			
Rubbish Contract Reimbursement	10,000.00	17,500.00	7,500.00
Workers' Compensation		6,781.22	6,781.22
Police Injury Settlement 111F		18,000.00	18,000.00
Grant Employee Benefit Reim.		8,367.00	8,367.00
Sale of Fixed Assets		5,814.98	5,814.98
Other Misc. Refund	1,000.00	3,261.87	2,261.87
TOTAL INTERGOVERNMENTAL & OTHER	29,000.00	129,426.35	100,426.35
TOTAL REVENUES	24,481,993.05	25,479,941.68	997,948.63

Trust Fund Balance Sheet

June 30, 2002

Assets	Non-Expendable Trusts	Expendable Trusts	Total
Cash in the custody of Treasurer	117,473.12	1,365,808.94	1,483,282.06
Cash in custody of Selectmen	18,500.00	60,850.55	79,350.55
TOTAL ASSETS	135,793.12	1,426,659.49	1,562,632.61
Fund Balances			
<u>School Fund:</u>			
Charles H. Coburn	2,000.00	549.48	2,549.48
Enlo Perham	5,000.00	2,824.91	7,824.91
Wang Institute		6,100.79	6,100.79
Kenneth H. Lamb		2,815.70	2,815.70
Edgar Scarborough		906.34	906.34
<u>Library Fund:</u>			
Mary E. Bennett Fund		22,787.34	22,787.34
Polly Bennett Fund	300.00	992.38	1,292.38
Frederick Blanchard Fund		8,688.93	8,688.93
Anna F. Elliott Fund	1,100.00	3,297.90	4,397.90
Mary F. Bridges Fund	100.00	319.10	419.10
Lucy Littlefield Fund		21,890.40	21,890.40
Bessie Norris Memorial	965.00	1,557.83	2,522.83
Lucy A. Parks Fund	148.12	709.51	857.63
Edgar Perham Fund	1,000.00	6,382.70	7,382.70
Carl & Catherine Richmond	1,000.00	3,383.60	4,383.60
Maude Coburn Memorial		1,115.63	1,115.63
Ethel Keyes Memorial Fund		809.11	809.11
<u>Cemetery Fund:</u>			
David Perham Income		1,303.57	1,303.57
Perpetual Care Fund	105,540.00	51,068.61	156,608.61
<u>Investment Fund:</u>			
Unfunded Pension Fund		68,398.31	68,398.31
Stabilization Fund		753,602.43	753,602.43
Due to other Funds		372,055.00	372,055.00
<u>Historical Fund:</u>			
Catherine Lambert	320.00	916.53	1,236.56
<u>Conservation Fund:</u>			
Land & Recreation		32,934.91	32,934.91
<u>Welfare Fund:</u>			
David Lawrence Charity	8,000.00	21,490.26	29,490.26
David Lawrence Woodlot	1,000.00	3,050.16	4,050.16
Town Farm Investment	7,000.00	20,799.96	27,799.86
Lawrence & Town Farm Income	2,000.00	11,308.55	13,308.55
<u>Cemetery Fund:</u>			
Clara A. Parham	500.00	4,599.55	5,099.55
TOTAL FUND BALANCES	135,973.12	1,426,659.49	1,562,632.61

Town Treasurer

Treasurer: David F Desgroseilliers
Asst Treasurer: Pauline Guilmette
Payroll Clerk: Kathleen Cayer

Phone: (978) 649-2300 x126
Email: daved@tyngsboroughmass.com

To The Honorable Board of Selectmen, and the Citizens of Tyngsborough;

The Treasurer's office performs various functions and provides services as follows:

- Cash Management
- Payroll and Personnel Function
- Custodian of all Town Funds, including Trust Funds
- Maintenance of Tax Title Accounts, including collection

Cash Management

Cash Management involves cash flow forecasting, investing, and borrowing. It is the responsibility of this office to ensure that Town government, with the proper management of its cash, can function in a smooth and orderly fashion. The goal is to optimize the investment of funds, and borrow in a prudent and fiscally responsible manner, always with safety and liquidity of primary importance. During the fiscal year ended June 2002, the Town earned interest income of approximately \$105,000 on general and \$218,000 on capital funds. This amount represents a decrease of \$152,000 from the previous year, which was primarily the result of a steady decline in interest rates on the invested funds. At 6/30/2002, the Commonwealth of Massachusetts certified the Town's Free Cash, at \$1,759,368.

As for borrowing, the last large long-term bond issued by the Town was on February 15, 1996 in the amount of \$5,545,000 at an interest rate of 4.645%. The following short-term bond anticipation notes were issued as follows:

Amount	Purpose	Net Interest Rate	Issue Date	Due Date
\$154,049	Sewer	2.0100%	05/30/2002	11/06/2002
\$23,054,049	School/Sewer	1.8072%	11/06/2002	11/06/2003

The last outside short term borrowing 'In Anticipation of Revenue' was on 8/25/95. The Town's current general bond rating, as issued by Moody's is A2, and the most recent specific rating for bond anticipation notes was MIG1 on October 16, 2002.

Payroll & Personnel

As of this date, the Town employs the following:

Elected Officials	24
General Government	51
Election & Registration	24
Library	18
Police Dept – Regular	33
Police Dept – Special Duty	37
Fire Dept	38
Highway, Parks & Recreation	23
School – Regular	298
School – Substitute & Temps	204
Total	750

Note that the lists include both full time as well as part time, seasonal and temporary employees.

For the calendar year 2002 the total gross payroll paid through this office was \$16,131,903. This amount represents an increase of \$1,283,680 (8.645%) over 2001.

The Town purchases health insurance together with a group of municipalities known as the Minuteman Nashoba Health Group. Our health plans, most of which are self insured within the Group, include TUFTS, HARVARD and FALLON. At our last open enrollment date June 2002, the rates for Tufts and Harvard increased by 13 ½% and Fallon increased by 10%. There are currently 273 Town employees with health insurance coverage through the Town (up from 266 last year).

The Town contributes toward the cost of health and life insurance for retired Town employees. The program is currently administered for 39 individuals.

The payroll is prepared in-house with an integrated accounting system. In addition, this department also administers various benefit programs, payroll deductions, and payroll withholding taxes:

- Health Insurance, 3 plans (including IRS Sec 125 Pre-Tax)
- Life & Disability Insurance
- Retiree Health & Life Insurance
- Retirement/Pension Plans (County & School plans)
- Union Dues, 5 unions
- Tax Deferred Compensation Plans (2): Aetna & ICMA
- Tax Sheltered Annuities (TSA), 10 Plans offered
- Credit Unions (2), United Fund, and US Savings Bonds
- Direct Deposit of Payroll Checks

Trust Funds

The Treasurer is the custodian of all Town Trust Funds. These funds cover Library, Scholarship, Cemetery, Conservation, Stabilization, Charity, Pension, and miscellaneous other funds. As of June 30, 2002 there was some \$1,562,633 distributed among 28 individual funds, in cash and equivalents. This amount includes \$1,125,657 in the Stabilization Fund, of which \$372,055 was committed to the Westford Road Intersection Project. The actual work was completed in Sept 2002, at which time the funds were disbursed.

During 2002, the Town engaged the services of Bartholomew & Co, a local investment company that specializes in the municipal market. Bartholomew manages the Town Trust Fund portfolio with ladder investments in US Government and Agency securities. The current yield on these relatively low risk investments is approximately 4.2%.

The Town also holds investments in common stock, the total market value of which amounted to \$195,809 as of 6/30/2002 and \$145,748 as of 12/31/2002.

Tax Title & Deferred Accounts

When taxes become seriously delinquent, the Tax Collector places a lien on the property, and the unpaid bill, known as a Tax Title account, becomes the responsibility of the Treasurer for control and collection. There were no new accounts (parcels) turned over to the Treasurer's Office in fiscal 2002. This office also monitors and collects deferred accounts.

The total amount of collections during FY 2002 was \$68,703. There were also 2 foreclosures by Land Court on behalf of the Town in FY 2002.

As of June 30, 2002, there were 36 properties in these categories, with the total principal amount due (excluding interest) of \$542,155 (vs \$565,175 at 6/30/01). Many of the properties are commercial/industrial and vacant land. Many are in Land Court awaiting foreclosure on behalf of the Town.

Payroll Analysis

January 1 – December 31, 2002

Last Name	First Name	Middle	Total Wages
Hawkins	David	J.	\$118,683.64
Miceli	John	F.	\$107,525.21
Bourque	Mark	J.	\$104,354.94
Souders	Phyllis	A	\$94,884.76
Chronopoulos	Chris		\$91,903.83
Chronopoulos	Charles	C.	\$89,917.73
Ciampa	Donald	P	\$88,155.11
Saad	Thomas	E.	\$87,614.86
Larkham	Paul	V.	\$86,903.03
Walsh	Thomas	F.	\$84,928.05
Boushell	Paul	G.	\$84,838.87
Flanagan	Michael	R.	\$82,568.53
Georges	John	P.	\$81,561.39
Howe	Richard	D.	\$81,032.01
Burrows	Richard	C.	\$79,046.69
Trearchis	George		\$77,990.82
Miceli	Michael	J.	\$77,869.16
Riley	Jeffrey	C.	\$77,729.21
Pelletier	Diane	E.	\$76,472.01
Ray	Andrew		\$74,450.61
Manning	Steven	R.	\$73,072.65
Kyriacopoulos	John		\$72,299.00
Manning	John	J.	\$72,039.71
Brady	Maryann		\$71,938.95
Georges	Stephen	R.	\$71,772.85
Weeks	Cynthia	A.	\$71,169.33
Rider	Christopher	J.	\$71,085.36
Pivrotto	Joseph	P.	\$71,065.55
Wadleigh	Nancy	M.	\$70,650.00
Tansey	James	P.	\$70,446.86
Wagner	Shaun	M.	\$70,414.62
Durden	Diane	T.	\$70,356.00
Fortaine	Richard	R.	\$69,450.00
Carey	Edmund	J.	\$68,792.94
Melanson	Charles	R.	\$66,939.49
Messina	Joseph	D.	\$66,642.70
Madden	Timothy	J.	\$66,588.07
Croce	Joyce	D.	\$66,136.00
Jagger	Mary Gail		\$65,857.72
Hunter	Janice	M.	\$64,213.77
Goulet	Ronald	L.	\$64,159.87
Nasworthy	Brian	V.	\$63,854.40
Manekas	George	J.	\$63,747.50
Curseaden	Allen	T.	\$62,753.53
Macintosh	Donald	J.	\$62,610.27
Vinal	Melissa	A.	\$62,497.50
Senecal	David	J.	\$62,454.77
Senecal	Nancy		\$62,051.00
Doolin	Joseph	H.	\$61,862.31
Laurie	Yvonne	P.	\$61,533.93
Legro	Wallace	P.	\$61,497.50
Maaser	Peter	F.	\$61,460.00
Devine	Elizabeth	F.	\$61,420.34
Beaudoin	Colleen	C.	\$60,335.34

Last Name	First Name	Middle	Total Wages
Davis	Frank	J.	\$60,028.66
Webber	Ruth		\$59,983.93
Laforge	Cheryl	A.	\$59,839.71
Woods	Shaun	M.	\$59,622.54
Jeffery	Sandra	J.	\$59,501.94
McCarthy	Wendy Ann		\$59,287.70
Teague	Louise	M.	\$59,287.70
Berman	Cheryl	L.	\$59,283.93
Coughlan	Stephen	M.	\$59,277.44
Walker	Joan		\$59,213.86
Nickerson	Stephen		\$59,185.00
Philippon	Marie	A.	\$59,160.00
Flemings	Leonard		\$59,010.00
Durkin	Mary	L.	\$58,574.57
McHale	Norbert	J.	\$58,465.00
Curran	Patricia	A.	\$57,840.82
Oliveira	Kimberlee	A.	\$57,798.62
Smith-Mayo	Eileen	M.	\$57,397.16
Diodati	Frances	M.	\$57,098.16
Stratton	Arlene	P.	\$57,026.55
Gray	Robert	B.	\$57,015.39
Gagnon	Karen	E.	\$56,682.63
Varnum	Thomas	J.	\$56,667.50
Ogasapian	Nancy		\$56,445.00
Koczarski	William	T.	\$56,375.00
McMaster	Bruce	M.	\$56,194.48
Dupell	Mark	E.	\$56,024.77
Bianco	Frank	J.	\$55,620.36
Grant	Pamela	M.	\$55,372.31
Carey	Judith	A.	\$55,325.00
Zakos	Jean	M.	\$55,274.59
Reynolds	Mary	J.	\$55,107.72
Moreau	Karen	A.	\$55,063.91
Leombruno	Joanne		\$54,766.36
Nickerson	Lucy		\$54,675.00
Payellian	Mary	F.	\$54,625.00
Taylor	Ruth Ann		\$54,574.59
Cassidy	Sandra		\$54,525.20
Fyten	Nancy		\$54,475.00
Boisvert	Mary	E.	\$54,474.59
Rubino	Charles	W.	\$54,442.02
McEnaney	Teofila		\$54,434.13
Meyerhoeffer	Sandra	J.	\$54,389.43
Kasabian	Deborah	J.	\$54,170.13
Conlon	James	F.	\$54,017.08
Chenevert	Jeannine	C.	\$53,825.00
Salpas	Marguerite	A.	\$53,778.86
Mellonakos	George		\$53,411.00
Hurley	Carol	J.	\$53,282.63
Baril	Maureen	T.	\$53,227.86
Vincent	Linda	F.	\$53,167.57
Parsons	Barbara		\$53,083.21
Whitehead	Mark	W.	\$52,737.66
Zeman	Robert	S.	\$52,463.84
Leclair	Michael	D.	\$52,410.45
Stewart	Victor		\$52,278.26
Rhine	Donald	A.	\$52,175.50
Learson	Heidi	A.	\$51,953.07
Coffey	Susan	M.	\$51,663.72
Clare	Douglas	J.	\$51,610.94

Last Name	First Name	Middle	Total Wages
Sullivan	Helen	M.	\$51,601.25
Lwenczuk	Sarah	J.	\$51,583.53
DeJesus	John	J.	\$50,883.44
McNulty	Shannon	M.	\$50,821.54
Cote	Dawn	M.	\$50,467.44
Bilunas	Mary	M.	\$50,244.31
Raras	Charles	V.	\$50,191.78
Smith	Daniel	W.	\$49,630.14
Makevich	Thomas	G.	\$49,114.45
Cahill	Nancy	R.	\$49,039.30
Andrews	Sarah		\$48,707.11
Zeoli	Anthony	S.	\$48,569.20
Nazzaro	Kristine	P.	\$48,531.84
McManus	Janice	M.	\$48,371.12
Landry	Kristina	A.	\$48,349.12
Myers	Sheryl	S.	\$48,267.80
Homstead	Karen		\$48,163.43
Corrigan	Dorothy	M.	\$48,080.76
Flanagan	Frederick	P.	\$47,992.16
Breen	Amy	A.	\$47,596.95
Goulet	Jennifer	A.	\$47,089.46
Byers	Marcy	C.	\$47,043.53
Carney	Beth	A.	\$47,039.46
Spickler	Gene	R.	\$46,970.23
Desgroseilliers	David	F.	\$46,856.98
Cochran	John	B.	\$46,494.96
Maille	Betty	A.	\$46,389.68
Woodard	Kelly	J.	\$46,053.64
Harvey	Susan	M.	\$45,562.78
Greenslade	Glenna	G.	\$45,112.82
Beattie	Susan	M.	\$45,062.31
Gertz	Alicia	A.	\$45,024.25
Diggins	Debra	G.	\$44,817.44
Dunderdale	Dorothy	A.	\$44,695.33
Bacon	Carol	E.	\$44,643.13
O'Brien	Keith	T.	\$44,548.00
Perrin	Ronald	D.	\$44,505.65
Patterson	Lauri	B.	\$44,444.82
Bergeron	Michael	R.	\$44,228.52
Flynn	Eileen	M.	\$44,177.93
Trischitta	Jennifer	M.	\$44,168.47
Shafer	Mary Lou		\$43,875.63
Hustins	James	R.	\$43,784.74
Porter	Kenneth	C.	\$43,782.99
Gill	Richard		\$43,746.32
Tatseos	Phillip		\$43,734.85
Korkuc	Martha	J.	\$43,729.85
Stamp	Jason	R.	\$43,571.34
Corcoran	Douglas	A.	\$43,521.34
Elliott	Robert	F.	\$43,447.20
Robinson	Martha	A.	\$43,321.36
Finach	Jason	R.	\$43,164.24
Frechette	Jill	A.	\$43,097.44
Boughan	Allison	J.	\$42,957.93
Lemire	Anne Marie		\$42,872.37
Cullen	Brenda	J.	\$42,841.93
Bergeron	Ernest	R.	\$42,782.56
Callahan	Bethany	A.	\$42,681.86
Kinney	Allison	M.	\$42,470.64
Whiting	Colleen	C.	\$42,467.15

Last Name	First Name	Middle	Total Wages
Choate	Richard	H.	\$41,889.10
Johnson	M. Michael		\$41,813.51
Richardson	George	W.	\$41,680.48
Martin	John	P.	\$41,579.00
Woodlock	Michael	R.	\$41,494.06
Thompson	Johanne	S.	\$41,075.52
Waters	Marcia	B.	\$41,053.80
Lareau	Robert	W.	\$41,007.79
McCabe	Maura	E.	\$40,946.36
Horndahl	Kristen	E.	\$40,152.28
Minervini	Chad	C.	\$40,060.72
Cappadona	Carol	M.	\$39,985.21
Bridges	Maria	E.	\$39,447.03
Boisvert	Albert	L.	\$39,311.20
Wennerstrom	Hillari	I.	\$38,818.81
Nicosia	Nicole		\$38,707.57
Redman	Kevin	M.	\$38,645.07
Knight	Pauline		\$38,558.14
Mallous	Melissa	M.	\$38,493.20
Oliver	William	M.	\$38,457.57
Demartinis	Michele	W.	\$38,386.35
Rogier	Diana	L.	\$38,249.79
Majeau	Paula	M.	\$37,936.67
Picarillo	Jennifer	M.	\$37,850.26
Comtois	Gary	F.	\$37,829.68
Thompson	Kelli-Ann		\$37,707.57
Colton	Eileen	L.	\$37,662.29
Ruehle-Kumar	Karen	L.	\$37,553.82
Manganis	Christie	C.	\$37,346.82
Weed	Kelli	J.	\$37,332.23
Brown	Jason	D.	\$37,007.57
Walsh	James	W.	\$36,820.22
Potash	Richard	F.	\$36,719.84
Lewis	Jason	E.	\$36,642.09
Gauthier	George	A.	\$36,420.37
Palazzola	Susan	L.	\$35,917.41
Schneider	Deborah	L.	\$35,812.29
Healey	Kenneth	R.	\$35,762.01
Baillargeon	Lynn	M.	\$35,640.64
Rothe	Nancy	E.	\$35,301.94
Norton	Mark	L.	\$35,164.76
Pendergast	Ciaran	P.	\$34,849.20
Petroski	Sara	T.	\$34,826.51
Newton	Christopher	P.	\$34,513.34
Palmer	David	R.	\$33,970.84
Curran	Carol	A.	\$33,915.72
Muraca	Kristin	L.	\$33,851.45
Mulik	Michele	L.	\$33,823.07
Kopicko	Kim	A.	\$33,249.96
Bewig	Eugene	T.	\$33,223.49
Joyce	Michael	H.	\$32,967.89
Ducharme	Theresa	M.	\$32,654.82
Capone	Lori	A.	\$32,607.48
Chaisson	Paul	D.	\$32,588.23
Salmon	John	J.	\$32,508.58
Campbell	Meghan	I.	\$32,388.78
Patnaude	John	R.	\$32,040.99
Siopes	Sarrah	L.	\$31,999.86
Quattrocchi	Lauren	E.	\$31,853.51
Chaple	David	M.	\$31,835.73

Last Name	First Name	Middle	Total Wages
Riley	Annemarie		\$31,710.78
Sullivan	Susan	L.	\$31,679.73
Jolicoeur	Jessica	A.	\$31,534.57
Wright	Douglas	L.	\$31,323.78
Drabik	Amy	F.	\$31,301.15
Hajjar	Jeffrey	El.	\$31,117.22
Gill	Elizabeth	J.	\$31,033.50
Walker	Allison	L.	\$30,770.94
Edwards	Michael	D.	\$30,668.42
Barry	Darren	P.	\$30,629.17
Brackett	Cathy Ann		\$30,524.00
Pelletier	Joseph	A.	\$30,348.03
Sword	Renee	M.	\$30,309.63
Pelletier	Brian	D.	\$30,181.61
Gray	Joanne		\$30,177.01
Trearchis	Marie	E.	\$29,980.31
Beaudry	Andrea	D.	\$29,955.36
Gay	Therese		\$29,897.93
Robson	David	El	\$29,792.28
Kampersal	Sharon	M.	\$29,595.53
Razoyk	Martha		\$29,226.28
Geoffroy	Joseph	R.	\$28,925.14
Rogers	Peter	G.	\$28,920.65
Miceli	Susan	M.	\$28,812.00
Norton	Jacob	J.	\$27,964.13
Easton	Gary	E.	\$27,527.92
Fusco	David	J.	\$27,502.85
Morrissey	Jo Ann		\$27,440.07
Spickler	Constance	E.	\$27,209.71
Coughlan	Robin	Y.	\$27,035.87
Riley	Joelyn		\$26,903.93
Varnum	Leeann		\$26,687.34
Daigle	Ronald	J.	\$26,205.79
O'Connor	Isabel	M.	\$26,021.99
Connors	Brenda	M.	\$25,740.71
Provencher	Patricia		\$25,682.39
Richards	Karen	M.	\$25,358.71
Fairbanks	Sharon	M.	\$25,299.19
Drane	Linda	B.	\$25,029.71
Sands	Patrick	E.	\$24,794.51
Moisan	Derek	R.	\$24,768.76
Shapiro	Elizabeth	M.	\$24,698.44
Sides	Carol	E.	\$24,507.11
Pentedomos	Sandra	J.	\$24,353.11
Maconi	Aillen	C.	\$23,815.79
Kimball	Wendy	J.	\$23,774.35
Goodman	Joan	G.	\$23,655.25
Guilmette	Pauline	L.	\$23,619.98
Maslanka	Justin	F.	\$23,382.90
Melanson	Patricia	M.	\$23,324.90
Ferrari	Joan	L.	\$23,215.58
Tousignant	Stephanie	M.	\$22,864.17
Maldonado	Mildred		\$22,824.66
Patendaude	Laurie	C.	\$22,663.25
Roy	Ann Marie		\$22,057.92
Delli Colli	Gloria		\$21,863.08
Vandi	Mary		\$21,787.65
Sullivan	Emile	S.	\$21,749.75
Ward	Angela	M.	\$21,406.23
Estochen	Theresa	S.	\$21,257.10

Last Name	First Name	Middle	Total Wages
Fasano	Dorothy	A.	\$21,234.63
Courtney	Tyler	P.	\$21,211.46
O'Connor	Kevin	V.	\$21,064.00
Roy	Sarah	A.	\$20,737.99
Kalhauser	Robert	A.	\$20,615.10
Morrill	Karen	M.	\$20,323.77
Teal	Deborah	J.	\$20,274.69
Trearchis	Jeanne	M.	\$20,020.76
Wright, Jr.	Thomas	W.	\$19,780.23
Fisher	Kelly		\$19,643.38
Callahan	John	R.	\$19,397.09
Mahoney	Christopher	A.	\$19,239.03
Guthrie	John	E.	\$19,181.71
Halpern	Isaac	H.	\$19,055.13
Clancy	Gloria	A.	\$18,877.95
Mello	Richard	M.	\$18,871.29
Dutton	Nancy	E.	\$18,849.47
Pleskowicz	Sharon	M.	\$18,698.40
Dean	William	D.	\$18,685.24
Flynn	Scott	T	\$18,663.76
McGowan	Kelly	A.	\$18,615.91
Paige	Francis	P.	\$18,317.02
Leavis	Debra	A.	\$18,285.82
Corcoran	Sheryl-Ann		\$18,274.80
Langlois	Margaret	M.	\$18,171.43
Provost	Ronald		\$18,170.53
Marchese	Laurie	A.	\$17,675.99
Strauss	Susan Anne		\$17,326.94
LeBlanc	Philip	B.	\$17,040.84
Johnson	Nancy		\$16,907.16
Denommee	David	E.	\$16,846.56
Magarian	Cynthia	M.	\$16,817.76
Melancon	Sheila	B.	\$16,722.42
Reynolds	Barbara	L.	\$16,719.99
Shapiro	Elizabeth	R.	\$16,655.76
Kingston	Tammy	L.	\$16,419.87
Fralick	Eileen	L.	\$16,394.11
Pehrson	Jacqueline		\$16,202.66
Deschenes	Pamela	A.	\$16,072.80
Wholey	John	J.	\$16,029.96
Habib	Joyce	F.	\$15,955.53
Lucey	Debra	F.	\$15,687.28
Lawler	Angela	K.	\$15,578.49
Hardy	Holly	L.	\$15,546.84
Nash	Cynthia	M.	\$15,085.08
Panagiotopoulos	Eillen	A.	\$15,038.56
Johnson	Cheryl	L.	\$15,010.56
Gill	Erica	R.	\$14,974.44
Hogan	Nancy	A.	\$14,940.26
Cayer	Kathleen	A.	\$14,681.11
Beck	Linda	R.	\$14,492.79
Kelleher	Lawrence		\$14,464.78
Rufiange	Mary	B.	\$14,425.44
Murray	Jessie	L.	\$14,714.44
Cashman	Darlene	R.	\$14,409.97
Ray	Michelle	M.	\$14,331.63
Govostes	Tamsyn	E.	\$14,318.90
Singer	Ellen	L.	\$14,299.29
Brick	Leo	V.	\$14,265.90
Woelfel	Rebecca	A.	\$14,148.77

Last Name	First Name	Middle	Total Wages
Decarteret	Robert		\$14,106.00
Chronopoulos	Charles		\$14,085.07
Kalhauser	Elizabeth		\$14,076.91
West	Carol	A.	\$13,888.67
Xayachack	Top Phonexay		\$13,720.74
Johnson	Kathiw	L.	\$13,581.05
Devlin	Deborah	L.	\$13,377.73
Ethier	Pamela	J.	\$13,300.00
Masson	Melissa	K.	\$13,290.93
Lynch	Loretta	M.	\$13,254.12
Romano	Patrick	F.	\$13,149.89
Sluyski	Sheri	L.	\$13,075.56
Brake	Nelson	L.	\$12,952.00
Edwards	Jessica	B.	\$12,747.78
Loendorf	Lourise	M.	\$12,736.00
Patierno	James		\$12,726.92
Curran	Jayne		\$12,720.89
Geoffroy	Sandra	J.	\$12,668.96
Flanagan	Constance	A.	\$12,625.76
Ansara	Kristina	M.	\$12,510.99
Sanchez-Reyes	Georgina		\$12,510.99
Lariviere	Sandra	J.	\$12,415.77
Normand	Richard	G.	\$12,223.62
Reichard	Carolyn	E.	\$12,142.35
Emerson	Darsi	A.	\$12,014.62
Given	Howard		\$11,994.97
Tymon	Susan	R.	\$11,756.99
Cocozziello	Dana	M.	\$11,276.22
White	Susan	A.	\$11,087.28
Manley	Mary Alise		\$10,926.99
Taff	Joseph	E.	\$10,797.72
Shockley	Meredith	E.	\$10,498.77
Lown	Robert	R.	\$10,281.80
Huss	Sandra	J.	\$10,170.32
Lumenello	Jason	M.	\$10,162.42
Ahern	Christine	M.	\$10,074.65
Singleton	Donald	B.	\$10,051.75
Keleher	Erin	L.	\$10,026.99
Marcotte	Caitlin	M.	\$10,026.99
Metcalfe	Miranda	J.	\$10,026.99
Roensch	Kurt	E.	\$10,026.99
Silva	Jennifer	L.	\$10,026.99
Pecora	Tracy	L.	\$9,925.58
Wright	Jessica	D.	\$9,814.09
Croteau	Deanna	L.	\$9,771.97
Makevich	Esther	M.	\$9,690.62
Padayhag	Melissa	V.	\$9,682.76
Belair	Lisa	A.	\$9,520.38
Long	Constance	E.	\$9,387.48
Plummer	Earl	F.	\$9,055.75
Mercier	Wilfred	D.	\$8,998.52
Peabody	Margaret	A.	\$8,917.15
Shaughnessey	Carol	A.	\$8,914.75
Murphy	Greg	B.	\$8,880.00
Bishop-Kotarba	Tina	M.	\$8,791.15
Cullen	Laurence	E.	\$8,645.00
Minishak	Tara	D.	\$8,631.96
Ribeck	Amy	L.	\$8,560.32
Silva	Eric	M.	\$8,541.00
Blanchard-Bergeron	Mary Anne		\$8,448.52

Last Name	First Name	Middle	Total Wages
Wolfson	Cheryl	L.	\$8,337.53
Dagley	Valerie	A.	\$8,330.00
Neofitistos	James	C.	\$8,096.67
Engel	Colleen	E.	\$8,056.99
Allgrove	Warren	W.	\$7,715.00
Polin	Cathy	A.	\$7,670.00
Harkins	Deborah	J.	\$7,656.00
Leahy	John	D.	\$7,336.07
Palermo	Michael		\$7,225.00
Murray	Thomas	A.	\$7,178.00
Devanney	Raymond	R.	\$6,974.13
Harrington	Joyce	M.	\$6,957.43
Goyette	David	A.	\$6,910.11
Murphy	Loo	P.	\$6,699.75
Fortier	Edith	L.	\$6,423.74
Colburn	Leah	J.	\$6,202.91
Leary	Ann	J.	\$6,123.04
Lawton	Kathleen	T.	\$6,100.00
Pottebaum	Larry	J.	\$5,691.21
Shifres	Joanne		\$5,655.29
Devine	Roy	J.	\$5,582.83
Blanchette	Laval	O.	\$5,552.44
Halligan	Danny	R.	\$5,506.10
Milne	Kendra	L.	\$5,246.57
Kattar	Kristina		\$5,226.04
Andrade	Jennifer	L.	\$5,223.06
Lord	Caroline	B.	\$5,199.55
Russell	Wesley	W.	\$5,145.74
Pelletier	Robert		\$5,136.75
Searle	Deborah	J.	\$5,053.16
Vachon	Raymond	J.	\$4,778.30
Leary	Martin	L.	\$4,760.29
Sullivan	Susan	M.	\$4,748.70
Weber	Richard	J.	\$4,725.00
Arsenault	Thomas	J.	\$4,645.08
Smith	Daniel	S.	\$4,645.00
Adams	Richard	A.	\$4,520.04
Dunham	Karen	E.	\$4,493.97
Cappiello	Victoria	L.	\$4,355.09
Pierce	Irmin	L.	\$4,336.25
Latulippe	Douglas	P.	\$4,238.48
Spiller	Gordon	W.	\$4,235.00
Robson	James	J.	\$4,119.12
Hallowell, Jr.	Bruce	E.	\$4,068.86
Graham	David	M.	\$4,051.52
Trearchis	Joshua	D.	\$4,049.47
Newton	Jason	R.	\$4,023.61
Ambrosini	Michelle	B.	\$3,873.33
Szlosek	Joseph	J.	\$3,800.00
Fidler	Lauri		\$3,725.72
Ethier	Albert	J.	\$3,700.00
Andrade	Deborah		\$3,667.26
Machiros	Gary	A.	\$3,544.00
Sennot	James	R.	\$3,544.00
Blechman	Richard	N.	\$3,508.68
Rojas	Miguel	A.	\$3,414.78
Craig	Beth	A.	\$3,394.00
Peters	Joan	E.	\$3,372.50
Finn	Phyllis	G.	\$3,290.00
Reekie	Raymond	W.	\$3,275.71

Last Name	First Name	Middle	Total Wages
Jusczak	Barbara	L.	\$3,200.00
Szablak	Linda	A.	\$3,125.50
O'Brien	Thomas	L.	\$3,150.98
Masse	Derek	R.	\$3,150.00
Boucher	Robert	J.	\$3,108.00
Nazzaro	Stephen	C.	\$3,080.00
Rafferty	Donna	L.	\$3,071.00
Worden	Robert	P.	\$3,071.00
Asselin, Jr.	Albert	R.	\$2,807.50
Wilhelm	Scott	D.	\$2,712.50
Lewis	David	P.	\$2,671.18
Downing	Claire		\$2,652.04
Trearchis	Zachary	G.	\$2,425.78
O'Brien, Jr.	Phillip	F.	\$2,415.00
Koser	Richard	D.	\$2,347.31
Brun	Ronald	A.	\$2,337.88
Boucher	Andrew	M.	\$2,328.75
Hislop	Timothy	P.	\$2,225.00
Abreu	David	R.	\$2,205.00
Kidder	Jeanne	D.	\$2,205.00
Foley	Gerald	P.	\$2,166.71
Cotter	Marileena	L.	\$2,160.00
Kitto	Brenda	M.	\$2,027.50
Deschenes	Ken	A.	\$1,922.51
Bixcorney	Brad	A.	\$1,917.15
Donnelly	Evan	B.	\$1,805.26
Provencher	Sharon	A.	\$1,800.00
Palm	Kenneth	D.	\$1,777.50
Dick	Barry		\$1,775.47
Lorman	Brian	S.	\$1,742.46
Usinowicz	Bruce	M.	\$1,722.81
Ashdown	Lisa	M.	\$1,715.00
Ross	Muriel	L.	\$1,685.67
Randazzo	Paul	J.	\$1,684.15
Learson	John	R.	\$1,647.50
Spencer	Justin	J.	\$1,633.03
Walsh	David	A.	\$1,631.00
Haley	John	J.	\$1,625.00
Hannaford	Jeffrey	L.	\$1,625.00
Saracco	Michael	A.	\$1,605.00
Kasabian	Brent	D.	\$1,584.13
Chandonnet	Normand	E.	\$1,567.75
Wiley	David	M.	\$1,518.13
Brackett	Megan	C.	\$1,491.00
Langlois	Colette	B.	\$1,440.00
Nutter	Joanne	M.	\$1,440.00
Ouellette	Heather	A.	\$1,417.50
Demoura, Jr.	Anthony		\$1,407.00
Pontbriant	Suzanne	P.	\$1,405.00
Ronayne	Bryan	S.	\$1,360.40
Wilder	Matthew	F.	\$1,225.00
Hackett	Howard	A.	\$1,200.00
Lampron	Donald	S.	\$1,200.00
Berard	Stephen	G.	\$1,155.00
Moore	Robert	H.	\$1,152.20
Downes	James	G.	\$1,146.60
Urbanek	Kayla	L.	\$1,077.50
Delehanty	Sarah	A.	\$1,035.00
Higgins	George	E.	\$1,031.94
Sherburne	Robert	W.	\$1,018.75

Last Name	First Name	Middle	Total Wages
McKeen	Cynthia		\$1,000.00
Perrin	Amanda	D.	\$952.50
Gargiulo	Jessica	M.	\$925.00
Sheets	Brian	S.	\$921.57
Shaw	Stanley		\$912.50
Betz	Martin	E.	\$881.50
Dingwell	Lorinda	G.	\$875.00
Laforge	Jason	R.	\$819.25
Munroe	Carol	A.	\$810.00
Knott	Marion		\$806.31
Callahan	Gloria		\$775.00
Coles	David	W.	\$775.00
Dunbar	Sherrie	A.	\$775.00
Casper	Thomas		\$770.12
Freeman	Kathleen	A.	\$767.00
Cotter	Steven	A.	\$765.00
Trotter	Christine	M.	\$755.00
Lemoine	Richard	B.	\$750.00
Nicosia	Peter	J.	\$750.00
Murphy	Mary	L.	\$725.00
Schaufenbil	Tracy	L.	\$712.31
Dean	Robert		\$690.00
Kane	Terence	J.	\$668.85
Garzon	Richard	P.	\$660.00
ShanmugaraJ	Malini		\$660.00
Day	Virginia	C.	\$640.00
Lanier	Darren	E.	\$628.26
Pease	Mark	H.	\$625.00
Michaud	Derek	A.	\$621.57
Creed	Cynthia	L.	\$615.00
Kalarites	Steven	G.	\$600.63
Delehanty	Susan	M.	\$600.00
Spickler	Amanda	L.	\$600.00
Pierce	Pauline	L.	\$598.00
Clampa	Joshua	P.	\$582.75
Denommee	Bernard		\$540.61
Bither	James	F.	\$535.00
O'Riorden	Theresa	A.	\$531.25
Russell	Frederick	A.	\$531.25
Devanney	Carol	J.	\$520.00
Peary	Robert	E.	\$520.00
Grillo	Christina	D.	\$510.00
Nocco	Steven	A.	\$500.00
Bence	Catherine	L.	\$499.69
Ruiter	Robin	L.	\$499.50
Mercier	Dennis	W.	\$492.34
Hawkins	Tracie	D.	\$480.00
Koyutis	John	J.	\$477.75
Perrault	Frederick	H.	\$450.00
Wallace	Robert		\$450.00
Wolfe	Taunya	L.	\$450.00
Huntley	Michaela	S.	\$435.00
Checchi	Lauren	A.	\$420.00
Stickney	Dawn	M.	\$420.00
Torigian	Sheila	R.	\$419.88
Bown	Linda	M.	\$407.00
Quattrini	Cheryl	L.	\$405.00
Audet	Heather	L.	\$390.00
Vinal	Bethany	A.	\$375.00
Richardson	Robert	J.	\$367.50

Last Name	First Name	Middle	Total Wages
Dumont	John	M.	\$363.09
Graham	Christopher	S.	\$362.13
Adams Jr.	John	G.	\$360.00
Arsenault	Robert	T.	\$360.00
Cavanaugh	William	A.	\$360.00
Crawford	Brett	A.	\$360.00
MacBeth	Donald	R.	\$360.00
McEvoy	Daniel	S.	\$360.00
Varney	A. Peter		\$360.00
Arsenault	Robert		\$350.00
Farrell	Eileen		\$350.00
Kydd Jr.	Robert	L.	\$350.00
Ralls	Gary		\$350.00
Wozniak	Dorothy		\$344.00
Gill	Randy	J.	\$337.50
Bither	Maureen		\$312.00
Peachey	Raymond	V.	\$305.76
Boucher	Whitney	J.	\$300.00
Dumitrescu	Bogdan	C.	\$300.00
Cayer	Linda		\$294.00
Guerriero	Joseph	A.	\$292.50
Williams	Loretta	D.	\$283.50
Conant	Ann		\$267.50
Strobel	Lisa	A.	\$251.00
Garzon	Karen	B.	\$250.00
Jungmann	Henry		\$250.00
Kablik	Joseph	J.	\$250.00
O'Riorden	Stephen	M.	\$250.00
Schena	Michael	J.	\$250.00
Donohoe	Connie		\$245.00
Dumont	Jessica	I.	\$240.00
Houle	Jillian	L.	\$240.00
Ross	Alan	S.	\$240.00
LaForge	Helen	G.	\$234.50
Nowak	Barbara	J.	\$227.50
Whitworth	Heather	A.	\$212.50
Byrne	Russ	M.	\$210.00
Kearney	Ryan	M.	\$210.00
Eldridge	Jennifer	L.	\$200.00
Aggott	George	R.	\$191.10
Travalini	John	J.	\$189.00
McArdle	Shannah	C.	\$185.00
Bowen	Mikael	R.	\$180.00
Goyette	Celeste	T.	\$175.00
O'Gorman	John		\$175.00
Corrigan	Amy	M.	\$170.00
Chapman	Karen	L.	\$164.75
Clark	Lloyd	B.	\$154.00
Campbell	Linda	M.	\$150.00
Corrigan	Sarah	A.	\$150.00
Gallant	Doreen	P.	\$150.00
Maranto	Deanna	N.	\$150.00
Mullin	Nancy	M.	\$150.00
Whitman	Patricia	J.	\$145.84
Geisenhainer	George	F.	\$131.25
Reeney	Edward	L.	\$126.09
Gertz	Lucille	N.	\$125.00
Ryan	Mark	V.	\$125.00
Bryan	Christine	H.	\$120.00
McLoon	Ronald	H.	\$120.00

Last Name	First Name	Middle	Total Wages
Radlo	Dolores	A.	\$120.00
Saad	Nicole	L.	\$120.00
Colburn-Dion	Kerry	L.	\$108.50
Steed	Grace	A.	\$108.50
Desgroseilliers	Joan	S.	\$101.50
Dowling	Meghan	M.	\$100.00
Fauvel	Theresa	R.	\$94.50
Decarteret	Caryn	T.	\$93.75
O'Brien	Phyllis		\$93.75
Lloyd	Denise	A.	\$75.00
Contardo	Dominic	A.	\$70.00
Dupuis	Sarah	J.	\$70.00
Diercks	Benjamin	J.	\$60.00
Lemire	Emily	A.	\$60.00
O'Donnell	Stephen	R.	\$60.00
Waterworth	Edward	F.	\$60.00
Choate	Elizabeth	M.	\$35.00
Contardo	Claire	D.	\$35.00
Caruso	Janice	B.	\$31.50
Turgeon	Gilbert	C.	\$31.50
Peterson	Merrill	L.	\$14.12
Total: \$16,131,903.00			

Source: Treasurer's Office

Housing Authority

Board Members:

A. Lucien Lacourse, Chairperson
Doria Sylvester, Treasurer
George Emerson

Robert Cole, Vice Chairperson
Dorothy Clark, Asst. Treasurer
Richard Lemoine

Executive Director: Nancy A. Giguere

Location: 198 Middlesex Road, Brinley Terrace
Office Hours: Monday – Friday, 9:00 AM - 3 PM
Phone: (978) 649-9941
Fax: (978) 649-3807

To the Honorable Board of Selectmen and the Citizens of the Town of Tyngsborough:

The Tyngsborough Housing Authority (THA) was established in 1979 and is responsible for all public housing programs and oversight in town. Currently there are 118 units of housing, which comprise of 94 elderly, 14 family, 8 geriatric and 2 congregate units. All housing applications are prioritized by observance of state guidelines. Residents of Tyngsborough, receive preference for housing prior to a non-resident.

The THA consists of a five member non-salary Board of Commissioners, who serve a staggered five year term. Four members are elected by town voters and one member is appointed by the Governor to a five year term.

The Board meets on the last Wednesday of each month, in the Brinley Terrace Community Room located at 198 Middlesex Road. The Board of Commissioners is responsible for setting and adhering to all state and federal policies and procedures, pertinent to the proper and efficient operation of the Tyngsborough Housing Authority.

An Executive Director, Nancy Giguere, has been appointed by the Board of Commissioners and is responsible for the day to day operation, daily supervision of the THA, and implementation of all policies and procedures approved by the Board of Commissioners. Additional staff including an Executive Secretary, Paula Genest and two Maintenance Trade personnel, Paul McCarthy and Charles Vanteemsche, augment the day to day operations of the THA by providing essential program service for residents and properties.

During this past year, the THA has been active by:

- Finished putting on new roofs at Brinley Terrace.
- Purchased recycling bin and implemented recycling with the tenants.
- Installed roof peaks over doors at Red Pine Terrace.
- Respond to the maintenance needs of our residents and properties.

The main office is located at Brinley Terrace, 198 Middlesex Road. Office hours are Monday thru Friday from 9:00 AM to 3:00 PM.

BRINLEY TERRACE, 198 Middlesex Road:

The construction of Brinley Terrace began in 1981; this development has 58 elderly apartments, including 1 quad unit dedicated to a congregate facility.

RED PINES TERRACE, 186 Frost Road:

The Red Pine Terrace Development started ground breaking in 1990, with the construction of 36 elderly apartments, and 14 family units, two of these units are designed specifically for handicap residents.

LIVE OAK TERRACE, 130 Coburn Road:

Our 689-1 duplex is dedicated to geriatric consumers. These are group homes that have afforded citizens with learning disabilities to de-institutionalize, with monies awarded through our state funding agency, DHCD.

The Tyngsborough Housing Authority leases this house to the Department of Mental Retardation. Requests for applications for housing and/or employment at this facility can be directed to:

Hogan Berry Regional
P.O. Box A
Hawthorne, MA 03179
1-617-774-5000

To apply for elderly or family housing, the Tyngsborough Housing Authority has applications at their main office located at 198 Middlesex Road. You may pick up an application or you may call the office with your name and address and we would be glad to mail you one..

To be eligible for low-income housing, you must meet age, asset and income requirements. The age limit for elderly housing is 60 years of age or older, disabled or handicapped. If you are interested in family housing, you must be an emancipated minor or 18 years of age with a need for family housing.

There is no asset limit, but income received on your assets will be included in your total income. Assets include property, bank accounts, Certificate of Deposits, stocks, bonds, trust agreements, etc. It does not include furniture, clothing or a vehicle.

Income limits increase every two years and they vary according to the amount of people who will be residing in the household. Currently the net income limits for low-income housing are:

One person	\$38,100	Two people	\$43,500
Three people	\$48,950	Four people	\$54,400
Five people	\$58,750	Six people	\$63,100

The rent is based on the income of the household. Elderly residents pay 30% of their net income with all utilities included and families pay 25% of their net income and are responsible for their own utilities.

The waiting list is based on priority, and the order in which applications are received. Tyngsborough residents will be housed before non-residents. The Tyngsborough Housing Authority Board of Commissioners adopted a local preference priority.

You may apply for emergency housing if the following applies: homeless through extenuating circumstances; fire or other natural causes; the residence is condemned; documented physical abuse; or living in inadequate accommodations for their medical needs.

The waiting list for residents of Tyngsborough for elderly housing is approximately 1 to 3 years. Non-resident elderly is 5 to 7 years. The wait for family residents of Tyngsborough is currently, over 10 years (the family waiting list has been closed since April 15, 1995, with an annual review, by DHCD, to determine whether the waiting list should remain closed). An emergency application would place the applicant at the top of the waiting list, and therefore he/she would be housed as soon as possible.

The Tyngsborough Housing Authority also has 2 congregate units. Congregate housing is a group living situation, which offers a private bedroom for each resident. Residents share common space with one another (kitchen, living room, dining room, and bathroom). A hot meal is provided to the residents in the dining room at lunchtime each day.

Any person who is 60 years of age or disabled who needs some assistance in daily living, and meets the income and asset qualifications of the housing authority is eligible for congregate housing. You may apply by contacting Elder Services of the Merrimack Valley (ESMV) at 1-800-892-0890 to start this application procedure. ESMV will advise clients on the application procedure for the housing authority and will assign a Congregate Coordinator to work with the individual and the family.

If there are any questions, you may contact Nancy Giguere, the Tyngsborough Housing Authority Executive Director at (978) 649-9941.

Respectfully submitted: Tyngsborough Housing Authority Commissioners

Board of Health

Board Members:

Virginia C. Day, Chair
Robert Nicolsi

Carol J. Devanney
Robert E. Peary, Jr., resigned 10/25/02

Administrative Assistant: Joan Ferrari
Jr. Clerk: Edith Fortier

Phone: (978) 649-2300 x118
Email: joanf@tyngsboroughmass.com

To the Citizens of the Town of Tyngsborough:

The Board of Health is responsible for overseeing public health. It conducts investigations of health and environmental problems and manages and coordinates health programs and services within the Town.

Protection of the environment is dictated by the State Environmental Code, Title V, local subsurface disposal regulations adopted by the Board, Department of Public Health and Department of Environmental regulations. Our consulting engineering firm, Diversified Civil Engineering, Inc, enforces title 5 and local septic regulations.

The Board of Health's jurisdiction also encompasses preventing and controlling communicable disease, and insuring that State and local health and safety requirements governing establishments for retail food, food establishments, tanning salons, massage establishments, body art, public beaches, public and semi public pools, summer camps, and minimum standard of fitness for human habitation in housing are met. Our subcontractor, Robert Bracey, covers these services.

Local water regulations are also within our jurisdiction. Tests for a wide range of contaminants are required on all new wells.

The Board offers a wide range of services such as nursing visits for the indigent, flu and pneumonia immunization clinics, a dental program in the school system, collection of needles, syringes and mercury containing thermometers, and in addition, the Board arranges for the collection and disposal of solid waste including the collection of hazardous waste, CRT's, and household trash and recycling pickup. May Town Meeting approved extending trash and recycling services to all condominiums in town. A Department of Environmental Protection grant awarded to the Board enabled us to continue the enforcement of tobacco regulations in all public places and begin a recycling program in the school system. The grant money provided the schools with 200 recycling bins.

Composting bins may be purchased at the Board of Health Office at a very reasonable cost of \$22.00 each. This is made possible by a grant from the Department of Environmental Protection. Recycling bins are also available at a cost of \$7.00 each.

Our 6th annual Health Fair and Safety Day was held in May. Over fifty displays were available for viewing. The Tyngsborough Dunstable Lions Club offered a pancake breakfast the morning of the fair in the high school cafeteria.

The Board of Health formed a trash and recycling subcommittee to aid them in educating the public about the necessity of all residents to participate in the recycling program. Many thanks to that committee for the long hours volunteered putting together a web site, manual and countless articles to the press. Keep up the good work!

In November, the Board of Health received a "Certificate of Recognition" Award from the Department of Environmental Protection for the most improved recycling program.

Management of all other office duties as well as emergencies were completed by our Health Administrator assisted by a Jr. Clerk.

Future Important Dates to Remember:

March	Health Fair & Safety Day
April	Rabies Clinic, Needle Collection
May	Hazardous Waste and CRT Collection
May and November	Leaf and Yard Waste Pickup
October	Flu & Pneumonia Shots

Important Telephone Numbers to Remember

Department of Environmental Protection	508-792-7650
Department of Public Health	617-983-6761
Acme Waste	888-715-3601
Animal Control Officer	978-692-4574
Lead Screening & Prevention	978-681-4940
Poison Control Center	800-682-9211
Cruelty to Animals Hot Line	800-628-5808

Recycling Committee

Members:

Carol Ryan, Co-Chairman	Jacqueline Schnackertz, Co-Chairman
Diane Bellino	Susan Chenell
Diana Keohane	

Former Members:

Mary Brush	Ron St. Armand
Nancy Webber	

Dear Fellow Citizens:

In August 2002 the Board of Health developed a Recycling Committee to help assist with Town's Recycling program. The Committee currently consists of five members of concerned citizens. Our mission is: To reduce the cost of trash collection by increasing the amount of recycling/composting and decreasing the amount of ordinary waste.

Over the past several months the Recycling Committee has been offering educational information through a variety of resources such as the School Department, *Neighbor to Neighbor* monthly articles, a composting work session, a successful mercury thermometer exchange done in conjunction with the Annual Library Book Sale, and notices on local cable access. Additionally, the Recycling Committee has developed on line information at www.tyngsboroughmass.com with a variety of helpful information. We hope that you will take some time to visit that site and provide us with any comments.

In November, The Recycling Committee and Board of Health were recognized by the Central Municipal Recycling Council for being the "most improved" recycling program for 2002. The Recycling Committee has been working diligently with the Board of Health to meet requirements for significant State grant monies slated to be credited to the Town this spring.

We would like to thank those citizens who are properly recycling and composting for all their efforts and improvements. For those who are not currently recycling, we challenge you to do your part. Recycling and composting are the easiest and most convenient ways of reducing the budget. It is estimated that towns with pay as you throw programs are recycling between 40% and 60% of their output. For Tyngsborough, that could mean savings of between \$160,000 and \$260,000 annually. With your cooperation we could reach that goal of 40% to 60% recycling without instituting a pay as you throw program. We would like to thank the Board of Health for establishing the Recycling Committee and allowing us the opportunity to serve and contribute to our community.

We would appreciate any comments or questions you may have. The Recycling Committee can be reached through the Board of Health at 978-649-2300 x118 or on the web at www.tyngsboroughmass.com.

Council on Aging

Council Members:

Darryl R. Alexa, resigned
Robert E. Cole, resigned
Michael Knight
Rosemary Mitchell
Claudette A. Rondeau

Dorothy Jeanne Checchi
Rita Evicci
Lucy Mahoney
Thelma E. Nowak
Ruth Suzedelis

Director: Barbara Reynolds

Elizabeth Kalhauser, thru April 2002

Secretary: Emilie Sullivan

Nutrition Program: Esther Makevich

Senior Aid: Muriel Ross, thru September 2002

Bus Driver: Tracy Pecora

Robert Kalhauser, retired July 2002

Location: 180 Lakeview Avenue

Phone: (978) 649-9211

Fax: (978) 649-9533

The Council on Aging is a municipally appointed volunteer board authorized under Massachusetts General Law, Chapter 40, Section 8B. The Tyngsborough Council on Aging was established at an Annual Town Meeting on February 17, 1970. The Council serves as the Town Department of Elder Affairs.

The mission of the Tyngsborough Council on Aging is to advocate for improved quality of life for all seniors through supportive services, programs, events and education. The Council's major responsibilities include setting of local policy for the administration of elder programs and services, developing, coordinating and/or conducting such activities, advocating for elders and educating the community-at-large about the needs and resources affecting their lives.

The elder population (age 60 years and older) in Tyngsborough is approximately 10% of the Town's total population. The Multi-Service Center at 180 Lakeview Avenue provides a gathering place for area elders to have access to a wide range of necessary and elective programs and events as listed below.

The COA is a sponsor site for the essential daily meals for elders provided by Merrimack Valley Title III Nutrition Program and pays for a nutritional site manager. A hot nutritious noontime meal is served Mon-Fri at the Center. Meals on Wheels are available to homebound seniors Mon-Fri. Meals are available for a minimal donation. The number of congregate meals that are served at the center has doubled during the later months of 2002. A Special Holiday Luncheon and BBQ were held during the past year as well.

The Center is a focal location where elders can enjoy social and recreational activities, attend educational presentations, benefit from wellness programs, enroll in a variety of exercise type classes, learn new arts and craft skills, get involved in intergenerational programs, and volunteer opportunities. Specific offerings at the Center are Tai Chi Classes, instructed Exercise Program, free Chair Massage, Computer Classes, Quilting Classes, Walking Club, Line Dancing, Card playing and lessons, Bingo, Ceramics, and monthly on site; SHINE counselor, Health Clinics, and podiatrist

The Center is actively involved in information and referral services for both elders and/or non-elder family members. The Multi-Service Center is one site for the annual Flu Clinic offered by the Board of Health. We have a trained and certified SHINE Counselor (Serving Health Information Needs of Elders), provided by Elder Services of Merrimack Valley, who is at the Center once a month and available via phone anytime to assist elders with health insurance inquiries, food stamps, or social security and pension questions. We offer monthly Health Clinics provided by the Merrimack Valley Visiting Nurses Assoc. We offer income tax preparation from the IRS through a program provided by AARP. We are the intake site for the Fuel Assistance Program that is managed by Community Teamworks, Inc. As a social service agency we coordinate many services with the following agencies: Elder Services of Merrimack Valley (ESMV), Visiting Nurse Association of Greater Lowell, Inc. (VNA), Community Teamwork, Inc. (CTI), Merrimack Valley Nutrition Program, and Lowell Regional Transit Authority (LRTA). We offer a variety of programs and presentations to elders that improve communication and provide information from town departments such as Fire Department, Police Department, Sewer Commission, Assessors Office, Tax Collectors, Veterans Office and the Board of Selectmen.

Transportation is provided to residents 60 years or older and/or handicapped through a handicap accessible van that is operated through the Council. The van is owned by Lowell Regional Transit Authority and is leased to the Town of Tyngsborough. The L.R.T.A. reimburses the Town for a percentage of costs relating to the transit service. The van is available Monday through Friday providing transportation to residents who would have no other means of transportation for basic needs such as food shopping, medical appointments, department store and part time jobs. The van more than ever provides transportation to all activities at the Multi-Service Center, visits to nursing homes, educational programs in at area sites, banks, post office, pharmacies, and other trips as listed in the Bus Policy. The bus has become more available to residents living in Elder Housing. During the period of July to December 2002 the number of individual bus rides increased by 632 rides over the previous six months.

The Center would not be able to operate as it has during the past year without its volunteers. Jeanne Checchi presently serves as Chairperson, with Claudette Rondeau as Vice Chair, Other members in FY02 were Thelma Nowak, Lucy Mahoney. In FY02 Darryl Alexa, Robert Cole, Pauline Pierce, and Frances Busby, and Gladys Coughlin left the Council. New members who joined the Council in FY02 are Claudette Rondeau, Rita Evicci, Rose Mitchell, Michael Knight, Robert Cole and Ruth Suzedelis. Volunteers hours dedicated to the activities at the Center were in excess of 800 during 2002, this calculates to approximately \$12,504 in volunteers services just from the Senior Citizens, this does not include the volunteer hours provided by ESMV, MVVNA, CTI and town departments who have put on programs and assist with events.

This report highlights just some of the activities of the past year. It is also worth noting that the Center has gone through some intense adjustments during the past year. Beth Kalhauser, a person dedicated to serving the senior population for 30 years, died in April 2002 after a long illness. Midge Ross, who was a long time employee at the Center, died in September 2002 after a short illness. The Town hired, Barbara Reynolds as the new Director of Elder services and Tracy Pecora as the driver of the Elder Bus, in August 2002.

The Council on Aging has identified some needs and problems that will impact future growth in its advocacy work. Space at the Center is a growing problem. In December of 2002 thirty seniors were turned away from a Holiday Dinner due to lack of seating space. The Center cannot hire movement instructors such as dance that have a following from other towns due to the lack of floor space for such lessons. The Center is short staffed during a time of program growth and increased participation from the elder population. Due to a hiring freeze we are unable to fill a vacant position left due to the death of a staff person. This position provided part time outreach into the community.

Goals of the Council on Aging for FY03: to implement the distribution and calculate the results of a Needs Assessment Needs Survey to all residents 60 years or older and provide the Office of the Selectmen with the results; develop an Outreach Program to homebound elders and others requiring such service; start a Men's Group, implement the "Are you Okay Turnkey" program in conjunction with the Police Department, start a Veterans Breakfasts Program; various special luncheon events.

Highlights of the Council on Aging in 2002: a togetherness attitude within the elder population to support programs that are offered and encouragement by elder to elders to participate; having a SHINE Council available to the senior residents of Tyngsborough; increase in the type of trips and locations for the Transportation Program; the development of Intergenerational Senior/Kid Craft Program (huge success); free Holiday Luncheon sponsored by Carrabba's Italian Grille; combined Halloween Party sponsored by the COA and Senior Citizens Club; addition of furniture and equipment for the Center Provided by the Formula Grant from the Executive Office of Elder Affairs; reactivation of the STAR database which is used to track the participation of program attendees, volunteers, meals program and transportation program; cross training of employees; increase in the number and variety programs offered to elders including but not limited to (Caregivers Support Class, EMT Presentation, Frauds & Scams, intergenerational programs with the Girl Scouts, program on Grief and Loss, seminar on Living Wills and Healthcare, trip to the symphony) and increase in the size and look of our monthly newsletter "Tyngs and News" from 4 to 8 pages which includes a calendar of activities at the Center and a meal menu for the month; the number of sites for distribution of the newsletter has doubled making them more available to the community.

Submitted by: Barbara Reynolds, Director

Veterans' Services

Veterans' Agent: Kevin V. O'Connor
Secretary: Nancy Johnson

Phone: (978) 649-2300 x131
Email: veteransagent@tyngsboroughmass.com

The Veteran's service Department is a one-stop center for Veterans and their dependents. We are committed to aid, counsel, assist and advise. The following information may be of some assistance.

Tyngsboro's population is presently 11,081 (2000 census) with an estimated veteran/dependent population of 2,770. This is roughly 25% of the town's population that *may have* veteran entitlements! There are 912 veteran's families in Tyngsboro receiving \$910,453 for VA compensation and pension. This office provides the assistance and power of attorney to successfully adjudicate these claims.

Some of the services we provide are as follows – Domiciliary Care, Nursing Home Care, Health Care Enrollment, Outpatient Pharmacy Services, Agent Orange and Gulf War Claims, Alcohol and Drug Dependence Treatment, Education and Training, Home Loan Guarantees, Service Life Insurance, Burial Benefits Including Headstones and Markers, Bonuses, License Plates, Record Retention, Massachusetts Veterans' Cemeteries, Women Veteran's Issues, Homeless Veterans, Replacing Military Records and Medals, Review of Discharges, Social Security and SSI Assistance, Veterans' Preference In Employment and Housing, Along With Many More Benefits and Entitlements.

The total amount of money that Tyngsboro Veterans receive annually through these efforts is \$952,192.00! If you are a Veteran, Widow or Dependent of a Veteran who needs these services, we are available in the Town Hall, Monday through Friday, (978) 649-2300 X131.

Submitted by: Kevin V. O'Connor, Veterans' Agent

Fire Department

Board of Fire Engineers:

James P. Doster
Timothy Madden

Raymond J. Ledoux
Arthur E. Michaud

Fire Chief: Timothy Madden
Deputy Chief: Richard N. Blechman
Assistant Chief: Wilfred Mercier

Location: 28 Kendall Road
Phone: (978) 649-7671

To the Citizens of Tyngsborough:

In the year 2002, the Fire Department's top priority was the completion of the feasibility study for the replacement of Fire Station #2 on Lakeview Avenue. The study was completed in the fall of 2002.

Eight firefighters completed their Massachusetts Firefighter I/II certification.

Three recruit firefighters completed their basic firefighting class and obtained their Massachusetts Firefighter I/II certification.

Four firefighters received their Massachusetts Emergency Medical Technician Certification.

Alarm Report Summary 2002

Activated Alarm	116
Haz-mat	10
Ice/water rescue	3
Outside Fire	9
Car Fire	13
Chimney Fire	2
Medical Aid	345
Structure Fire	6
Other	129
Total	795

Carbon Monoxide	7
Mutual Aid	5
MVA/medical	92
Electrical	14
False Alarm	20
Brush Fire	18
MVA/extrication	4
Food on stove	2



September 11 Memorial Service

Building Department

Building Commissioner: Mark E. Dupell
Wiring Inspector: James Patierno
Plumbing & Gas Inspector: David Denomme
Secretary: Linda Drane

Phone: (978) 649-2300, x112
Email: lindad@tyngsboroughmass.com

To: The Citizens of Tyngsborough

780 CMR: State Board of Building Regulations and Standards

780 CMR 110.0 APPLICATION FOR PERMIT

110.1 Permit Application: It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a *building or structure*; or to change the *use* or *occupancy* of a *building or structure*; or to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR without first filing a written application with the building official and obtaining the required permit therefore.

Rule of Thumb: Call first to see if you will need a permit. Thank you!

The Building Commissioner, Wire Inspector, and the Plumbing/Gas inspector submit the following report from January 1, 2002 to December 31, 2002.

Building Department

Building permits issued	425
Valuation of jobs	\$ 13,019,904
Fees collected	\$ 116,120

Plumbing and Gas Department

Plumbing / Gas permits issued	282
Fees collected	\$ 12,130

Electrical Department

Electrical permits issued	297
Fees collected	\$ 18,959

Total All Permits	1,004
Total Building Valuations	\$ 13,019,904
Total of all Fees Collected	\$ 147,209

Police Department

Chief: John F. Miceli
Deputy Chief: Richard C. Burrows
Administrative Assistant: Betty Maille

Location: 20 Westford Road
Phone: (978) 649-7504
Fax: (978) 649-3670
Website: www.tyngsboropolice.com

Introduction

In 2002 the effects of budget cuts were felt by the police department. The department cut its detective unit from three (3) officers to one (1) and the purchase of replacement police cruisers was cancelled.

Also in 2002, the police department and the community congratulated Sgt. Richard Burrows as he was promoted to the rank of Deputy Chief of Police. Deputy Chief Burrows is a resident of Tyngsboro and a graduate of the Tyngsboro school system. He went on to the University of Massachusetts, Lowell and received a Bachelors Degree in Business Administration and a Masters Degree in Criminal Justice.

2002 also sadly saw the passing of our friend Beth Kalhauser. Beth served the community and the seniors of Tyngsboro well during her tenure as Director of the Council on Aging.

Crime Overview

In 2002, police officers were dispatched to 17,892 calls for service. Our overall crime rate decreased by 1.7%, this decrease is significant as usually when the economy declines crime increases. The most significant decreases were in narcotic violations, down 62.5%, and assaults were down by 24 %.

Crime Comparison 2001 – 2002

	<u>2001</u>	<u>2002</u>	<u>Change</u>
Homicide	1 (motor vehicle)	0	-1
Robbery	5	3	-2
Rape	5	1	-4
Assault	162	123	-39
Larceny	179	207	+28
Narcotics Violations	32	20	-12
Burglary	58	61	+3
Auto Theft	22	41	+19
TOTALS	464	456	-8 = 1.7% decrease

2001 Case Activity Report

Total Calls Received and Dispatched	17,892
Total Offenses Committed	1,329
Total Crime Related incidents	586
Total non-crime related incidents	471
Total Arrests (on view)	90
Total Arrests (warrant or previous incident)	65
Total Summons Arrests	258
Total Arrests	413
Total Protective Custody	15
Total Restraining Orders Issued	54
Crimes Involving Domestic Violence	14
Arrest for Domestic Violence	41

Future Direction

The Police Department is again facing major budget cuts. Depending on this years cuts, some of our services may be affected. However, we must and will continue to serve the residents of Tyngsboro to the best of our ability.

The police department has and will continue to train its supervisors and officers in critical incident management. This training better prepares our officers to handle any large scale incident from major storms, crime scenes and car accidents to terrorist activity.

Acknowledgements

On May 30, 2003, Betty Maille will be retiring. Betty has 32 years of loyal service with the police department. She started her career as administrative assistant/dispatcher for Chief Harold Pivrotto. Back then, the police department was located in the old town hall. At that time, office space and equipment was at a minimum. When Chief Pivrotto retired, Betty then worked for Chief Charles Chronopoulos. Chief Chronopoulos and Betty had a vision. They oversaw the building of the new police station at 20 Westford Road, which was dedicated in 1988. Presently, Betty is the administrative assistant for Chief John Miceli.

Upon retirement, Betty plans on spending more time with her grandchildren and traveling. We wish Betty the best and thank her for her years of dedicated service.

Respectfully Submitted: John F. Miceli, Chief



Chief John Miceli, Chief Charles Chronopoulos and Deputy Chief Richard Burrows

Office of Emergency Management And Local Emergency Planning Committee

Director: Capt. Wes Russell, Fire Dept.
Deputy Director: Sgt. Rich Howe, Police Dept.

LEPC Members:

Wes Russell, Chairman	Rich Howe	Chief Tim Madden
Chief John Miceli	Pat Sands	Rick Flanagan
Joan Ferrari	Carol Devanney	Lori Capone
Henry Jungmann	Mark Whitehead	Mike Dederian
Terry Koen		

Emergency Management and Preparedness became a focus for everyone in 2002 on both a national and a local level. Planning initiatives switched from primarily focused on natural disasters to preparing for Homeland Defense against international terrorism. The LEPC and Emergency Management Team are charged with preparing the community to respond to ALL potential hazards.

In May of 2002 Tyngsborough hosted a full-scale exercise for public safety, public works, and environmental first responders from both Greater Lowell and Greater Nashua. The "Crossborder Exercise" tested response plans to a terrorist and hazardous materials incident as well as inter-agency and inter-state communications. Also represented were regional special response teams and state and federal emergency management agencies.

The Office of Emergency Management underwent some change in July with the appointment of Capt. Wes Russell of the Tyngsborough Fire Dept. as the new Director of Emergency Management. At the same time Sgt. Rich Howe of the Tyngsborough Police Dept. was appointed as Deputy Director of Emergency Management, a new position.

The Local Emergency Planning Committee met four times in 2002. The LEPC is responsible for maintaining data on hazardous materials that are stored in the town and preparing for an accidental release. This year the committee obtained computer software allowing us to store hazardous material data electronically. Not only is this a more convenient way to store data, but also makes it readily accessible to first responders during an emergency. The primary objective of this year's meetings was to achieve "Start-up Certification" from the State Emergency Response Commission. In December 2002 the LEPC submitted to the State a completed Start-up certification application. LEPC Certification makes the Town eligible for future State and Federal Grants for emergency preparedness.

Emergency Management objectives for 2003 include:

- Achieving Full LEPC Certification
- 4 year review with Mass. Emergency Mgmt. Agency (MEMA) of Towns Comprehensive Emergency Management Plan (CEMP)
- Updating Hazardous Materials and Terrorist Incident Response Plans
- Improved training of Town's first responders for Hazmat and Terrorist Incidents
- Obtain funding through State and Federal Grant programs to assist with emergency planning and training
- Obtain State and Federal Grants to develop a volunteer Community Emergency Response Team (CERT)

Respectfully Submitted: Wes Russell, Director

Sewer Commission

Commissioners:

Gerry Foley Jeff Hannaford
John Haley

Superintendent: Allen Curseaden
Secretary: Jessie Murray

Phone: (978) 649-2300 x134

It has been an eventful year for the Tyngsborough Sewer Commission. The Commission is convinced that the actions taken were essential to the establishment of a service oriented and professionally run department. Some of the accomplishments include:

- The completion of an independent department audit
- Purchase of a new utility vehicle for the department
- Completion of an Inflow and Infiltration Study
- Completion of a Needs Assessment Study
- Development of a new cost code accounting system
- Development of a user map
- Completion and approval of new Technical Specifications Handbook
- Completion and approval of new Sewer Use Regulations
- Completion and approval of new User Fees and Assessments
- Successful application and award of \$275,000 of Sewer Revolving Loan Funds

We are pleased to report that the efforts over the past two years to rebuild the infrastructure has resulted in minimal repairs to the system. The daily, monthly, bi-annual and annual inspections and maintenance continue in accordance with Department of Environmental Protection legal requirements. We are confident that the newly adopted regulations, specifications and fees will ensure the quality of construction and the financial stability of the department as we continue with our efforts to comply with outstanding DEP directives.

Our goals for the upcoming year include adding one technical assistant to the department to assist with daily operations, emergency response, and vacation and holiday coverage. We will also begin a system wide effort to inventory the infrastructure and develop a prioritized replacement program for aging components and pump stations. Administratively, we are re-visiting all of our intermunicipal agreements with Lowell, Dracut and Chelmsford to correct and/or enforce the agreements in a manner that is more equitable for the Tyngsborough sewer users.

In closing, we would encourage those residents and business owners who are fronted by sewer and have not yet tied in, to do so. We would also like to thank our users for their patience and understanding over course of the past year. We remain available to assist the public to the best of our ability.

